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Commissioners
BETH E. DOWLIN
Librarian
GARET W. CULVER
Mission Secretary

NOTICE OF MEETING

A meeting of the **Planning and Policy Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: THURSDAY, FEBRUARY 15, 1996

TIME: 4:00 PM

PLACE: Fire Department Headquarters, 260 Golden Gate Avenue, Room 201

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie K. Chin and Carol Steiman

AGENDA:

1. Public comment
2. Discussion and possible action to change committee date and time
3. Discussion and possible action to recommend to full Commission proposed revisions to meeting room policy
4. Discussion and possible action to recommend to full Commission a proposed exhibitions policy
5. Discussion and possible action to recommend to full Commission a surplus books and materials policy
6. Discussion of petition and possible action to recommend that the full Commission change the name of the Parkside Branch Library
7. Discussion and possible action to begin review of the Library Express program

POSTED: 02/12/96 - MWC



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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of the need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.
6. Library Commission meetings will be held at Fire Department Headquarters, 260 Golden Gate Avenue, Room 201. The Fire Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location are the #19 Polk and #5 McAllister. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.
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Librarian
REY W. CULVER
Library Secretary

Planning and Policy Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Thursday, February 15, 1996

A regular meeting of the Planning and Policy Committee of the San Francisco Public Library Commission was held on Thursday, February 15, 1996, at Fire Department Headquarters, 260 Golden Gate Avenue, Room 201.

Call to order: 4:15 PM

Members present: Commissioner Ernest H. Llorente, chair
Commissioners Lonnie K. Chin and Carol Steiman

Public comment: Public comment was made by library patron Bill Hale.

Change committee date and time:

MOTION: Commissioner Chin moved to hold Planning and Policy Committee meetings the third Thursday of each month at 4:30 p.m.

ACTION: Unanimously approved

Proposed revisions to meeting room policy: David Price, Special Assistant to the City Librarian, presented the current policy approved February 18, 1992. After discussion, the revised policy dated February 13, 1996, was amended to include no charges to use meeting rooms at branch libraries and that groups using rooms be responsible for damages.

Public comment was given by David Gabler, Local 790; Melissa Riley, Librarians' Guild; and library patrons Guy Michael and Mr. Hale.



MOTION: Commissioner Steiman moved to recommend to full Commission adoption of meeting room policy as amended.

ACTION: Unanimously approved

Proposed exhibitions policy: In response to Commissioner Llorente, Mr. Price agreed to research plaques in the Main.

Lurilla Harris, library patron, gave public comment.

Upon Commissioner Steiman's request, Mr. Price agreed to amend the policy.

MOTION: Commissioner Steiman moved to recommend to full Commission adoption of the exhibitions policy as amended.

ACTION: Unanimously approved

Surplus books and materials policy:

Messrs. Michael and Hale and Ms. Riley gave public comment.

Mr. Price recommended further public hearing on this matter and that it be continued to a future meeting.

Name change of Parkside branch library: Ms. Schneider reported that Senator Quentin Kopp had submitted petitions with 80 names in December to change the name of the Sunset Branch to include the name of Joseph Balenesi, which is presently named the Parkside branch.

Public comment was made by Ms. Harris and Mr. Hale.

Commissioner Llorente recommended that proposed criteria approved on 8/2/94 be studied by Mr. Price's staff and action be tabled on this item.

Review of Library Express program:

Public comment: The following members of the public spoke regarding Library Express: Ms. Riley, Mr. Hale, Cathy Bremer, Presidio branch librarian, and Mr. Gabler.

Mr. Price reported that in preparation of the budget, the Library Express program is being studied. A financial assessment will be made, as well as an operational performance evaluation.

Adjournment: Commissioner Llorente adjourned the meeting at 6:07 p.m.
03/19/96:MWC

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SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

A regular meeting of the **Planning and Policy Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, March 21, 1996

TIME: 4:30 p.m.

PLACE: Fire Department Headquarters, 260 Golden Gate Avenue, Room 201

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie K. Chin and Carol Steiman

AGENDA:

1. Public comment
2. Discussion and possible action to recognize past work of former Library personnel and acknowledging potential contributors from ethnic communities
3. Discussion and possible action to recommend to full Commission policy regarding Fulton Street Mall Guidelines
4. Discussion and possible action to recommend to full Commission policy regarding Civic Center open spaces
5. Discussion and possible action to recommend to full Commission a surplus books and materials policy
6. Discussion and possible action to recommend to the full Commission policy on changing name of a branch library
7. Discussion and possible action on review of Library Express program
8. Adjournment

03/15/96:MWC



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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

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6. Commission meetings for the Library will be held at the Fire Department Headquarters, Room 201, at 260 Golden Gate Avenue, on the second floor. The closest accessible BART station to the Main Library is Civic Center. The fire commission is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.
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APR 26 1996

SAN FRANCISCO
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Planning and Policy Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, March 21, 1996

A regular meeting of the Planning and Policy Committee of the San Francisco Public Library Commission was held on Thursday, March 21, 1996, at Fire Department Headquarters, 260 Golden Gate Avenue, Room 201.

Call to order: 4:45 p.m.

Members present: Commissioner Ernest H. Llorente, chair, and Commissioners Carol Steiman and Lonnie K. Chin.

1. Public comment:

Commissioner Llorente stated that the public comment period at the beginning of the meeting is for those who will be leaving the meeting early; public can comment on each agenda item; and there will be public comment at the end of the agenda.

No public comment

2. Recognizing past work of former Library personnel and acknowledging potential contributors from ethnic communities:

After discussion of requests made by Dalasy Bocobo-Balunsat, retired librarian, who requested that "unsung heroes" be commended and that the Library accept donations of memorabilia from well-known San Franciscans, Commissioner Llorente agreed to consult with Library staff regarding the former and to contact the Philippine American Cultural Foundation regarding the latter.

In response to Bill Hale, library patron, who suggested the present Commission commend former Library Commissioners, Commissioner Llorente assured that he would request this at the next Commission meeting.



3. Policy regarding Fulton Street Mall Guidelines:

Ed Regan, library patron opposed allowing small businesses in the Mall. Commissioner Steiman expressed support for the plan as presented by the Planning Department at the previous Commission meeting. Commissioner Llorente will request that Evan Rose of the Planning Department be invited to present at the next meeting.

4. Policy regarding Civic Center open spaces:

Following additional information to that presented at the previous Commission meeting by Bonnie Sherk, Living Library Director, Commissioner Chin inquired as to cost of the planning report required to study Ms. Sherk's proposal. Ms. Sherk estimated the cost to be from \$200,000-250,000. Commissioner Chin suggested that several organizations are already in place which plan parks, and she opposed replication. Commissioner Llorente suggested that Ms. Sherk's proposal might be included in the Fulton Street Mall Guidelines and that Evan Rose of the Planning would be invited to the next committee meeting.

Mr. Regan suggested that a second library building with lockers be built in Civic Center.

5. Policy regarding surplus books and materials:

David Price, Special Assistant to the City Librarian, reported that the staff had no recommendation at this time and requested that a public hearing be held in order to hear any public comment on this issue.

Mr. Hale suggested looking at policies of other communities.

In answer to Commissioner Steiman's request for input from staff, Kenneth E. Dowlin, City Librarian, stated he would contact the Urban Library Council in Chicago regarding this policy. In response to Commissioner Chin, he reported that 350 organizations had worked through the surplus books and that the process would be suspended into May. He requested that a policy include payment for shipping. In answer to Mr. Regan's inquiry regarding excess encyclopedias, Mr. Dowlin reported that the process in order is: Friends of the Library, Main Library staff for branch usage, then organizations.

6. Policy regarding changing name of a branch library:

Mr. Dowlin reminded the Commission that State Senator Quentin Kopp had held a press conference on changing the name of the Parkside Branch. Commissioner Llorente suggested that a committee meeting be held at Parkside Branch on this matter.

Commissioner Steiman recommended that each committee member bring three ideas to the next meeting. Commissioner Chin stated that a branch be named for a person who has significantly contributed to the state of libraries and not a particular branch. In response to Commissioner Llorente's question, Mr. Dowlin referred to a previous process used and suggested that a geographic name be used, as well as a person honored. Commissioner Steiman approved of doing a poll at the branch. Mr. Dowlin reported that Kevin Shelley, President of the Board of Supervisors, is supporting the name change. Commissioner Chin suggested that time be given for reflection on this policy. The committee members agreed to create guidelines before polling at the branch. Commissioner Steiman suggested that the committee create guidelines, staff poll community at the branch and hold hearing at the branch and recommendation to the Commission.

Mr. Hale recommended surveying libraries across the nation over the internet.

In response to Commissioner Steiman's inquiry if Library Express could do internet research, Mr. Dowlin reported that library staff would do such research.

Commissioner Llorente stated this matter would be carried over to the next committee meeting.

7. Review of Library Express program:

Mr. Price that staff had no report at this time and requested any public comment. Mr. Hale requested that more than the economic viability of the program be reviewed and distributed two handouts. Mr. Regan opposed charging any fees. Cathy Bremer, Presidio branch librarian, presented a handout to the committee and stated that a proposal will be presented as an alternative to Library Express.

Public comment:

Ms. Bocobo-Balunsat reiterated her request for recommendation to the Commission of the issues she had presented. Mr. Regan suggested the need for a recognition policy, as the library administration needs to have standard guidelines for recognition of staff. Mr. Hale noted inadequacy of committee minutes.

8. Adjournment:

Commissioner Llorente announced the next meeting would be held on April 25, 1996 at 4:30 p.m. He adjourned the meeting at 6:27 p.m.

04/25/96:MWC



SAN FRANCISCO PUBLIC LIBRARY

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APR 23 1996

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the **Planning and Policy Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, April 25, 1996

TIME: 4:30 p.m.

PLACE: Latino-Hispanic Community Meeting Room, Lower Level #L-80A
Main Library, Civic Center

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie K. Chin and Carol Steiman

AGENDA:

1. Public comment
2. Discussion and possible action to recommend to full Commission recognizing past work of former Library personnel and acknowledging potential contributors from ethnic communities: Ernest H. Llorente, committee chair
3. Discussion and possible action to recommend to full Commission policy regarding Fulton Street Mall Guidelines: Evan Rose, Planning Department
4. Discussion and possible action to recommend to full Commission policy regarding Civic Center open spaces: Ernest Llorente
5. Discussion and possible action to recommend to full Commission policy regarding changing name of a branch library: David Price, Special Assistant to the City Librarian

6. Adjournment
04/22/96:MWC



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6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room, L80-A. The Fire Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location are the #19 Polk and #5 McAllister. For information about Muni's accessible service, please call 415/923-6142.
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STEIMAN
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H. E. DOWLIN
LIBRARIAN

MARKET W. CULVER
Union Secretary

Policy and Planning Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of meeting of Thursday, April 25, 1996

A regular meeting of the Planning and Policy Committee of the San Francisco Public Library Commission was held on Thursday, April 25, 1996, in the Latino/Hispanic Community Meeting Room, Lower Level, Main Library, Civic Center.

Call to order: 4:45 p.m.

Members present: Commissioner Ernest H. Llorente, chair, and
Commissioners Carol Steiman and Lonnie K. Chin

Former Library Commissioner Dale Carlson was recognized.

Public comment: In response to Bill Hale, library patron, Commissioner Llorente assented that public comment would be shifted to the end of the meeting.

Recognizing past work of former Library personnel and acknowledging potential contributors from ethnic communities: Commissioner Llorente reviewed Ms. Dalasy Bocobo-Balunsat's concerns that (1) Library personnel, although recognized by City and State officials at the time, were not recognized by the Library itself; and (2) handling of donations of private or community groups to affinity group centers (particularly the Filipino Center).

He expressed commitment to continue discussion with administration to properly recognize past work of librarians, Commissioners and City Librarians and identification of current Commissioners to promote dialogue between Commissioners and community groups.

Potential contributors: Commissioner Llorente suggested continuing to look at following the present protocol on receipt of materials to assess the value of Ms. Bocobo-Balunsat's collection and to give recognition to contributors.



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Commissioner Llorente referred the process of inventorying, assessing condition, determining method of display and properly recognizing contributors to David Price, Special Assistant to the City Librarian.

Ms. Bocobo-Balunsat, retired librarian, expanded her request to include all San Franciscans, referred to a 1975 national award won by Filipino artists, writers and performance groups which had gone unrecognized by the Library and suggested that to date only monetary contributions to the Filipino American Center had been recognized. She invited the Commission and Library staff to a June 20 Filipino artists, writers and performance group donation day.

Commissioner Llorente reminded that Commissioners from 1988 to present are recognized in the atrium of the Main Library.

Commissioner Chin suggested that a committee be formed to set up standards and limits.

Commissioner Steiman suggested that Library personnel develop standards and that the Commission should decide who presentations are initially to be brought to and to whom recognition should be given if Library accepts them.

Commissioner Llorente explained that present protocol is for the head of each affinity group room to initially review materials and to recommend to his/her supervisor who further reviews the work and determination is made by on the basis of the Collection Development Plan with a view to enhancing the overall collection of the Library.

Commissioner Steiman suggested that the type of recognition for donations of literature of memorabilia has to be considered. A roster or diary could be employed, with books containing plates.

Commissioner Chin suggested that both permanent and temporary donations be included.

In response to Commissioner Steiman's suggestion that center librarians give input on the type of recognition to be used, Mr. Price offered that staff would follow up on her suggestion and that staff could present donation policy would be reviewed and an overview would be presented to the Committee to decide whether or not to revise present procedure. Mr. Price requested being given time to review by the next meeting.

Fulton Street Mall Guidelines: Evan Rose, Planning Department, presented the visual display of Fulton Street Mall, previously presented to the full Commission. In response to Commissioner Llorente, Mr. Rose requested that the guidelines be

approved by the Commission with final submittal to the Planning Commission in May 1997. Commissioner Llorente presented a draft letter recommending to the full Commission language to be sent to the Planning Commission.

In response to Commissioner Chin, Commission Llorente replied that the wording "dedicated garden space for people to create and maintain", was included based on the requests of Bonnie Sherk, Living Library director. Commissioner Steiman suggested that the public could save the City expense by volunteering to maintain a public garden space. Mr. Rose described the plan as conceptual guidelines setting the tone for what might be in the space when it goes to design.

Miriam Blaustein, library patron, requested better use of the microphone.

Ms. Sherk congratulated the Committee on the new Main Library and its effect on the neighborhood. She suggested that wording might be added to the draft letter the idea that the outdoor environment can be an educational/learning environment expanding consciousness.

In answer to Commissioner Chin, Mr. Rose suggested the south and north sides remaining as at present as merely a framework, with an expanded crosswalk with increased crosswalk time.

MOTION: Commissioner Steiman moved to recommend the letter to the full Commission.

ACTION: Unanimously approved

Civic Center open spaces:

Commissioner Llorente presented a proposal to be recommended to the full Commission. Mr. Rose approved it as consistent with present Planning Commission efforts.

ACTION: Consensus to recommend

Changing name of branch library:

Commissioner Llorente presented "Proposed Criteria for Changing the Name of a Branch Library (Revised 7-14-94)" which was approved from the agenda at the 8/2/94 full Commission meeting and requested recommendations from committee members. A petition was submitted to State Senator Quentin Kopp who presented the issue of changing the name of the Parkside branch to include the name of Joseph Balanesi; the Board of Supervisors, spearheaded by Kevin Shelley, had referred the matter to the

Commission; and business organizations had requested the name change.

Commissioner Steiman proposed conducting a one or two question poll conducted by volunteers at the branch in order to assure that more than one group is represented.

Commissioner Llorente read the criteria approved on August 4, 1994, out loud to the assemblage.

Commissioner Chin requested that substantial contribution in terms of time be added to the criteria, using the Noe Valley-Sally Brunn branch renaming as an example.

Commissioner Steiman supported exact wording be included and cited the Bayview-Anna E. Waden branch as being named for a substantial contributor.

Commissioner Llorente gave as a justification the Eureka Valley-Harvey Milk branch. Mr. Milk served on the board of the Friends of the Library and was a leader in the gay and lesbian community.

In response to Commissioner Llorente's question as to whether renaming branches should occur because of contribution of funds, Commissioner Steiman stated her opposition and suggested a capital campaign for the branches. She suggested that name changes on libraries should be rare occasions and that building name changes are usually memorials for the deceased.

Commissioner Chin agreed to work with the Commission Secretary on the wording before the next meeting.

In response to Commissioner Steiman's request that a poll be conducted, Mr. Price agreed that Marcia Schneider, Chief of Branches, Outreach and Community Relations, would compose the questions and that Mr. Price would request the assistance of Paul Signorelli, Volunteer Coordinator, to conduct the poll.

In answer to Commissioner Chin, Commissioner Llorente replied that the next committee meeting would be held at the Parkside branch to obtain interested public input, and Commissioner Steiman suggested the poll would include disinterested public members. Commissioner Chin further requested that social institutions in the neighborhood be polled on the issue. Commissioner Steiman opined that a better response would be obtained by having volunteers personally ask patrons their opinions, instead of a paper poll.

In response to Ms. Blaustein's suggestion to use neighborhood newspapers to announce the polling, Commissioner Steiman responded that a random sample would be better and that the meeting should be advertised in the newspapers and at the branch.

Commissioner Chin questioned whether children would be included in the poll.

Margaret Coughlin, library patron, requested that standards be kept high in renaming branches and any communications should be translated into Chinese. In response to Ms. Coughlin's question regarding changing name to that of neighborhood activist Joseph Balanesi, Commissioner Steiman suggested poll wording could include: Do you know who this individual is? Would you like your library branch name to be changed to the Parkside/Joseph Balanesi branch? Do you see this person as a significant contributor to your branch/the library system? Commissioner Chin suggested adding: How long has he been involved? What issues does he represent?

Ms. Bocobo-Balunsat, retired librarian, explained that the gay community was in total support of naming the Eureka branch library in honor of Supervisor Harvey Milk who was a great supporter of the Library system.

Commissioner Steiman answered an unidentified speaker that having the polling done first by the Library was to determine whether there is a broad base of agreement.

Commissioner Llorente stated that all petition signers would be invited to the meeting.

Larry Ware, Bayview-Waden Neighborhood Council member, congratulated the new Commissioners on their appointments and the public dedication of the new Main, and described programs at his branch. In response to Commissioner Chin, Mr. Ware suggested that trailblazers/pioneers in the community could have branches named for them.

Public comment: Mr. Hale suggested that this policy-setting committee is significant in light of the shift in authority from the Commission to the administration under the new City charter which will become effective on July 1, 1996. He suggested the following policies: Agendas being issued earlier; agenda items with accompanying documents being made available sooner; all documents be made available to the public; and that the Library Express item should be on agenda.

Commissioner Steiman provided an article on Library Express. Commissioner Llorente assured that Library Express is being followed, but that no complete report is available at this time.

Commissioner Chin reminded that the Committee had been requested a profile of users of Library Express.

Mr. Hale suggested the policy setting committee resolve issues regarding Library Foundation memorandum of understanding. Commissioner Llorente suggested to Mr. Hale that he bring up his concerns at a full Commission meeting where matters are

assigned for Committee review.

Ms. Blaustein thanked Commissioner Steiman for library signage in the neighborhoods and requested expanded minutes. Commissioner Steiman reported that she would read the minutes to see that they meet the Commission criteria.

Commissioner Chin stated that the minutes reported the creation of guidelines before polling at the branch. Commissioner Steiman suggested that in the specific case, polling should be first. Commissioner Chin reiterated the need for high standards.

Mr. Hale stated that naming in the new Main Library did not have high standards and that naming had been approved at the March 5, 1996, full Commission meeting.

In response to Ms. Blaustein's suggestion to use Sally Brunn as a role model after which to name branches, Commissioner Steiman stated that the three branches renamed for individuals were role models.

Commissioner Llorente announced that the next committee meeting would be held at Parkside branch on Thursday, May 16, 1996, at 4:30 p.m.

6. **Adjournment:** Commissioner Llorente adjourned the meeting at 6:15 p.m.

05/15/96

M. Culver

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MAY 01 1996

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PUBLIC LIBRARY

NOTICE OF MEETING

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A special meeting of the **Policy and Planning Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, May 16, 1996

TIME: 6:30 p.m. (PLEASE NOTE TIME CHANGE.)

PLACE: Parkside Branch Library, 1200 Taraval Street @ 22nd Avenue

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie K. Chin and Carol Steiman

AGENDA:

ACTION
REQUIRED?

1. Call to order
 2. Public comment (for those who cannot attend entire meeting)
 3. Approval of minutes of March 21, 1996 and April 25, 1996 Yes
 4. Welcome: Kathy Maynard, branch librarian
 5. Discussion and possible action to recommend to full Commission a policy regarding naming opportunities in branch libraries presented by David Price, Special Assistant to the City Librarian Yes
 6. New business
 7. Adjournment
- 04/30/96:MWC



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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

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6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room, L80-A. The Fire Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location are the #19 Polk and #5 McAllister. For information about Muni's accessible service, please call 415/923-6142.
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JUN 21 1996

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Planning and Policy Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Thursday, May 16, 1996

A special meeting of the Planning and Policy Committee meeting of the San Francisco Public Library Commission was held on Thursday, May 16, 1996, at the Parkside branch library.

Call to order: 6:44 p.m.

Members present: Commissioner Ernest H. Llorente, chair
Commissioners Lonnie K. Chin and Carol Steiman

Public comment: Miriam Blaustein, library patron, recalled the magnitude of Sally Brunn's work on behalf of libraries.

Jean Amos, library patron, cited community request for adding Ms. Brunn's name to the Noe Valley branch.

Minutes: Approval of minutes not required as Committee only recommends to full Commission.

Welcome: Pat Dimmick, acting branch librarian, welcomed attendees.

Policy regarding naming opportunities in branch libraries: Commissioner Llorente recounted the history of the request to add Joseph Balanesi's name to the Parkside branch library. David Price, Special Assistant to the City Librarian, presented a draft policy regarding branch name changes. Commissioner Llorente mentioned criticisms of the policy made by Bill Hale, library patron, in an e-mail message received by the Commissioners. Commissioner Steiman related the history of adding Anna E. Waden's name to the Bayview branch library. Commissioner Chin opposed changing branch names and suggested the City should create a policy on building naming.

Eleanor Canale, Parkside district resident, spoke in support of adding Mr. Balanesi's name to the branch.



Norma Paolini, sister of Mr. Balanesi, described Mr. Balanesi's civic activities and suggested he would not expect the branch name change.

Anne Marie Paolini, niece of Mr. Balanesi, who had taken over his law practice, related the overwhelming positive community response to Mr. Balanesi's efforts on behalf of the community

Emilio Pavolo, Parkside neighborhood resident, stated he did not receive notice of the meeting.

Commissioner Steiman read into the record a May 15, 1996, letter from Jack Coll, retired librarian, who opposed the name change on behalf of his late friend whom he said would not care for such an honor being bestowed upon him.

Ellen Champlin, library patron, opposed name change on basis that the name of a community institution should continue to reflect a geographic entity.

Commissioner Steiman stated Mr. Hale's interest in proper process and suggested "need" should be used in a broad-based wish/desire.

Commissioner Chin accepted responsibility for composing a new policy and reporting back in six months.

Commissioner Llorente stated he would ask for other Commissioners' input and for further public comment.

Commissioner Steiman suggested that Mr. Balanesi should be commended in some manner.

New business: None

Adjournment: Commissioner Llorente adjourned the meeting at 7:47 p.m.

06/20/96

M. Culver

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ACCESS, DISCOVER, EMPOWER

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JUN 17 1996

SAN FRANCISCO
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BROWN, JR.

NOTICE OF MEETING

COULTER

A regular meeting of the Planning and Policy Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, June 20, 1996

TIME: 4:30 p.m.

PLACE: Latino/Hispanic Community Meeting Room,
Lower Level, Main Library, Civic Center

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie Chin and Carol Steiman

AGENDA:**ACTION
ITEM?**

1. Call to order
 2. Public comment (for those who cannot attend entire meeting)
 3. Report on Strategic Planning Process
 4. Status report on renaming branch libraries
 5. Status report on request to rename Parkside branch library
 6. Status report on honoring Library staff unsung heroes
 7. New business
 8. Public comment
 9. Adjournment
- 06/17/96 - M. Culver



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JUL 20 1996

SAN FRANCISCO
PUBLIC LIBRARY

Planning and Policy Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Thursday, June 20, 1996

A regular meeting of the Planning and Policy Committee of the San Francisco Public Library Commission was held on Thursday, June 20, 1996, at the Main Library, Civic Center.

Call to order: 4:40 p.m.

Members present: Commissioner Ernest H. Llorente, chair
Commissioners Lonnie Chin and Carol Steiman

Public comment: None

Strategic Planning Process: David Price, Special Assistant to the City Librarian, reported that now that Prop E and the new Main are in place, the City Librarian has asked him to initiate this ongoing process, beginning with staff and concurrent public input through the Commission committees. May be finished by early fall.

Bill Hale, library patron, inquired as to the period of time of the plan.

Renaming branch libraries: Commissioner Llorente reported that this item was triggered by the request to change the name of the Parkside branch library. He reread the proposed criteria established by the previous Commission.

Commissioner Steiman suggested the following language be added to the proposed criteria: "A significant contribution may be defined as follows: a long and distinguished period of service and devotion to the library or library causes; the creation of a library; a contribution to local or national life that changes it in some material way for the better and in the interests of freedom and equality."

Commissioner Chin reiterated her request that a City-wide policy be pursued. Mr. Price said he would check with the Mayor's office.

Lurilla Harris:

DRAFT

Request to rename Parkside branch library: Kenneth E. Dowlin, City Librarian, suggested that the Commission Secretary write a letter to the Parkside branch librarian to request input on renaming of the branch. Commissioner Llorente suggested all branch librarians be polled.

Honoring Library staff unsung heroes: Honor will be bestowed at the next committee meeting.

New business: Commissioner Steiman suggested the committee begin to look at naming opportunities criteria/policy for the branch campaign, working with the Foundation and obtaining public comment.

Commissioner Llorente suggested that naming opportunities not proliferate and lessen the impact of this honor.

Public comment: None

Adjournment: 5:35 p.m.

06/27/96
M. Culver



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Planning and Policy Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, June 20, 1996

A regular meeting of the Planning and Policy Committee of the San Francisco Public Library Commission was held on Thursday, June 20, 1996, at the Main Library, Civic Center.

Call to order: 4:40 p.m.

Members present: Commissioner Ernest H. Llorente, chair
Commissioners Lonnie Chin and Carol Steiman

Public comment: None

Strategic Planning Process: David Price, Special Assistant to the City Librarian, reported that now that Prop E and the new Main are in place, the City Librarian has asked him to initiate this ongoing process, beginning with staff an concurrent public input through the Commission committees. In response to Bill Hale, library patron, who inquired as to the period of time of the plan, Kenneth E. Dowlin, City Librarian, responded that it will be for three years.

Renaming branch libraries: Commissioner Llorente reported that this item was triggered by the request to change the name of the Parkside branch library. He reread the proposed criteria established by the previous Commission. Commissioner Steiman suggested changing "use" to "desire" and suggested the following language be added to the proposed criteria: "A significant contribution may be defined as follows: a long and distinguished period of service and devotion to the library or library causes; the creation of a library, a contribution to local or national life that changes it in some material way for the better and in the interests of freedom and equality."

Commissioner Chin reiterated her request that a City-wide policy be pursued. Mr. Price said he would check with the Mayor's office.



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Lurilla Harris, library patron, stressed the necessity of following the San Francisco Administrative Code and requested community input be included.

Request to rename Parkside branch library: Kenneth E. Dowlin, City Librarian, suggested that the Commission Secretary write a letter to the Parkside branch librarian to request input on renaming of the branch. Commissioner Llorente suggested all branch librarians be polled.

Honoring Library staff unsung heroes:

In response to Ms. Harris' question as to whether a list of retired librarians is being kept, Mr. Dowlin reported that the City's Employee Retirement System and the Health Service System keep such a list.

Commissioner Llorente stated that a commendation would be acted upon at the next committee meeting.

New business: Commissioner Steiman suggested the committee begin to look at naming opportunities criteria/policy for the branch campaign, working with the Foundation and obtaining public comment.

Commissioner Llorente suggested that naming opportunities not proliferate and lessen the impact of this honor.

Public comment: None

Adjournment: 5:35 p.m.

08/22/96

M. Culver

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Canceled



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JUL 12 1996

SAN FRANCISCO
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NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the Planning and Policy Committee meeting of the San Francisco Public Library Commission for Thursday, July 18, 1996, at 4:30 p.m., at the Main Library, Civic Center has been canceled.

Margaret W. Culver
MARGARET W. CULVER
Library Commission Secretary

POSTED: July 12, 1996



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8/15/96

Canceled



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NOTICE OF CANCELED MEETING

COULTER

NOTICE IS HEREBY GIVEN that the **Planning and Policy Committee**

meeting of the San Francisco Public Library Commission for Thursday, August 15,

1996, at 4:30 p.m., at the Main Library, Civic Center, has been canceled.

Margaret W. Culver
MARGARET W. CULVER
Library Commission Secretary

POSTED: August 12, 1996

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AUG 16 1996

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the Planning and Policy Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, August 22, 1996

TIME: 4:30 p.m.

PLACE: Latino/Hispanic Community Meeting Room,
Lower Level, Main Library, Civic Center

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie Chin and Carol Steiman

AGENDA:

1. Call to order
2. Public comment (for those who cannot attend entire meeting)
3. Public hearing, discussion and possible action to recommend
to full Commission position on card catalogue
4. Presentation and possible action to recommend to full
Commission commendation of former librarian
5. New business
6. Public comment
7. Adjournment

ACTION ITEM ?

YES

YES

08/16/96

M. Culver



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SAN FRANCISCO
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Planning and Policy Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Thursday, August 22, 1996

A regular meeting of the **Planning and Policy Committee** of the San Francisco Public Library Commission was held on Thursday, August 22, 1996, at the Main Library, Civic Center.

Call to order: 4:33 p.m.

Members present: Commissioner Ernest H. Llorente, chair
Commissioners Lonnie K. Chin and Carol Steiman

Public comment: None

Public hearing on Commission position on card catalogue:

(See attached page listing support/opposition to retaining card catalogue)

MOTION: Commissioner Llorente moved: As a matter of policy, we recommend to the full Commission that the card catalogue and case be preserved for all of the reasons stated in public testimony in this session and that the card catalogue be moved from its present location to another location which is accessible to the public.

ACTION: Unanimously recommended

Commendation of former librarian:

MOTION: Commissioner Steiman moved to recommend to the full Commission commendation of former librarian Dalisay Bocobo-Balunsat for her work over the years in behalf of the Library.

ACTION: Unanimously recommended

New business: None

Adjournment: 8:10 p.m.

09/03/96 - M. Culver

8/22/96 - Planning/Policy Cmte - Agenda item #3 - Pub comm re Card Catalogue '1

1. S= support Dalisay Bocobo-Balunsat
2. S Jim Kirwan
3. S Ed Regan
4. S Tillie Olsen
5. S Marc Salomon
6. S Sydney Rosen
7. S Annette McNair
8. S Nicholson Baker
9. S Peter Warfield
10. O = oppose Jack Coll
11. S Susan McCarthy
12. S Djeete Boler
13. S Bill Hale
14. S Melissa Riley
15. S Yvonne Slater
16. S Timothy Gillespie
17. S Michael Ginsborg
18. S Tom Carey
19. S Cathy Bremer
20. S Claire LaVaute
21. S Edward Hasbrouck
22. S Andrea Grimes

09/09/96 - M. Culver

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OCT 21 1996
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Planning and Policy Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Thursday, August 22, 1996

A regular meeting of the **Planning and Policy Committee** of the San Francisco Public Library Commission was held on Thursday, August 22, 1996, at the Main Library, Civic Center.

Call to order: 4:33 p.m.

Members present: Commissioner Ernest H. Llorente, chair
Commissioners Lonnie K. Chin and Carol Steiman

Public comment: None

Public hearing on Commission position on card catalogue ("cc"):

Dalisay Bocobo-Balunsat, retired librarian, recommended retaining cc for use when online catalogue is unavailable.

Jim Kirwan, library activist, presented Walter Biller's handout illustrating measurements of cabinets.

Ed Regan, library patron, favored retaining cc, requested one for fiction and one for non-fiction and suggested removing rods from drawers.

Tillie Olsen, writer, favored retention and stated that finding information in the cc is possible but no so on the online catalogue and that some people feel shame asking for help with computers.

Marc Salomon, engineering student, stated capital expenses for maintenance over time had been disregarded and there was a need for future planning, reported a low number of books and shelf space, called the cc a needed research tool and asked if instructions are in multiple languages.



Sydney Rosen, Ph.D. and writer, stated that in 12 visits she had found only one book and that standard books in bibliography and one-year-old best sellers have been unavailable. She checked with ILL but received books from libraries outside San Francisco. She prefers the cc because she did not have a problem in the Old Main. Cc is valuable for getting ideas when working in a general subject area. Computer does not offer "serendipity." She asked what policy was on disposing of books.

Annette McNair, Main librarian, stated the public would appreciate the cc as an adjunct. She reported calling NYPL which had kept its cards up to date until 1972 and encouraged keeping cc at SFPL and Boston Public which had kept its cards in book form.

Nicholson Baker, writer, stated the cc art projects in the Main are not from the Main cc but came from the shelf list and branches. He demonstrated an analytic card and online printout of a book but stated it did not include what is in those books. He requested using the online and cc in conjunction with each other. He described the cc as an elaborately carved binding containing a unique manuscript.

Peter Warfield, library patron, suggested keeping cc because public wants it and feels more comfortable with it and the cost is minimal. He gave an example of research he had done from cc and online when not knowing how to spell category correctly and with a different call number the page could not find it. When using the call number from the cc he found it. He suggested using cc as back-up system in case of error and stated that thousands of books could only be found with the cc at present.

Jack Coll, retired 35-year librarian and cataloguer for five years, opposed cc as never having been terribly accurate, not having back-up capacity of online and that plans are underway to correct the online.

Susan McCarthy, writer, supported keeping cc even though other libraries have discarded theirs and suggested getting rid of old and replacing with new is not necessarily the best way to do things.

Djeete Boler, library patron, supported retaining cc as a necessary resource until listing of books being given away by Adopt-A-Book is assured.

Bill Hale, library patron, supported retention as a backup as some patrons are unable to access computers, and in case of power blackouts.

Melissa Riley, branch librarian, supported cc as an adjunct which can help with correct spelling, putting guide card in each drawer and that the master catalogue should be brought from Old Main for cataloging purposes.

Nancy Musser, Chief of Technical Services, stated that the official shelf list had been brought to the New Main and that non-fiction was correct on the shelf. The shelf list is in numerical arrangement and is needed for access because online is not in numerical order.

Yvonne Slater, San Francisco resident, expressed concern that the "public will is not often done" and referred to the motion of the Board of Supervisors to retain the cc.

Timothy Gillespie, Public Access Project, referred to \$500,000 reported estimate to move cc was only \$5,000 and that the reported estimate of 20,000 square feet to display cc was only 300-500 square feet.

Michael Ginsborg, law librarian, presented a handout (available in Commission office), thanked the Commission Secretary for her assistance and Mr. Dowlin for developing the online catalogue. He supported moving cc to New Main.

Tom Carey, SFPL librarian, supported retaining cc as a viable alternative.

Cathy Bremer, SFPL librarian, supported retention of cc and stated that though it does not function as inventory, it is accurate in representing what is in the library at any given moment.

Claire LaVaute, SFPL technician, supported retention to augment input records and reported a two-month backlog of books to be reshelved on the lower level.

Marcia Schneider, Chief of Branches, stated that the last copy guideline being used to discard books had last been updated in 1995-96 and that a committee of Main and branch librarians was working on an updated withdrawal policy.

Edward Hasbrouck, writer and library patron, criticized service for weekend patrons as having poor user flow, supported preserving cc until scanning of it could be done and that more patrons could use cc at one time than could be done with the online.

Andrea Grimes, SFPL History Room librarian, opposed Brooks Hall as a site for books and recommended placing cc in History Room.

Zoia Horn, librarian, opposed sending cc to Brooks Hall as it should be kept in close proximity to the online catalogue.

Kassim Visram, library patron, commented that when Brooks Hall was brought up the wording of the resolution included reflecting the will of the people which was to retain the cc in the New Main Library.

Ellen Egbert, Bernal Heights branch patron, suggested that the administration should have come to the meeting with availability and description of space and real costs.

MOTION: Commissioner Llorente moved: As a matter of policy, we recommend to the full Commission that the card catalogue and case be preserved for all of the reasons stated in public testimony in this session and that the card catalogue be moved from its present location to another location which is accessible to the public.

ACTION: Unanimously recommended

Commendation of former librarian:

MOTION: Commissioner Steiman moved to recommend to the full Commission commendation of former librarian Dalisay Bocobo-Balunsat for her work over the years in behalf of the Library.

ACTION: Unanimously recommended

New business: None

Adjournment: 8:10 p.m.

10/19/96

M. Culver



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NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the **Planning and Policy Committee** meeting of the San Francisco Public Library Commission scheduled for Thursday, **September 19, 1996**, at 4:30 p.m., at the Main Library, Civic Center, has been canceled.

Margaret W. Culver

MARGARET W. CULVER
Library Commission Secretary

POSTED: September 13, 1996

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OCT 11 1996

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the **Planning and Policy Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, October 17, 1996

TIME: 4:30 p.m.

PLACE: Latino/Hispanic Community Meeting Room,
Lower Level, Main Library, Civic Center

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie Chin and Carol Steiman

AGENDA:

ACTION ITEM ?

1. Call to order
2. Developing continuing discussion on a protocol for naming branch libraries
3. Discussion and possible action to recommend to full Commission proposal honoring Joseph Balanesi at Parkside branch **YES**
4. Discussion and possible action to recommend to full Commission revised bylaws **YES**
5. New business
6. Public comment
7. Adjournment

10/11/96 - M. Culver



SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours advance of the need.
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Know Your Rights Under The Sunshine Ordinance

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For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.



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Planning and Policy Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, October 17, 1996

A regular meeting of the **Planning and Policy Committee** of the San Francisco Public Library Commission was held on Thursday, October 17, 1996, at the Main Library, Civic Center.

Call to order: 4:35 p.m.

Members present: Commissioner Ernest H. Llorente, chair
Commissioners Lonnie K. Chin and Carol Steiman

Minutes:

Commissioner Llorente announced that augmented minutes for the August 22, 1996, meeting would be available by the November 5, 1996, full Commission meeting.

Public comment: None

Protocol for naming branch libraries:

Commissioner Llorente stated that a need for this protocol had come about because of the request to rename the Parkside branch library, had been continued from the May 16, 1996, Planning and Policy Committee meeting and would be submitted to the full Commission by the end of this year.

In response to Commissioner Steiman, Commissioner Chin read her suggested wording into the record:



"Naming

It shall be the policy to name the branches of the San Francisco Public Library according to their general neighborhood or location so that all the people residing in that locale may develop a sense of kinship and mutual regard for the services that are being provided for the neighborhood and the city. Names should also give the general public an idea as to its location.

Our policy is that libraries shall not be named for specific individuals. However, there may be reasons so compelling that changing the name of a specific branch library to honor a very unique person may be appropriate.

The person to be honored will have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership skill and volunteer service to the benefit of the library. The depth and breadth of the contributions would be so obvious and compelling that the various segments of the library/branch community are of one mind in their desire to honor this individual."

Commissioner Steiman requested that changing the word "need" to "wish" or "desire" as she had suggested at the May 16, 1996, committee meeting be included, that no branches presently named for individuals be changed and that names always include location of the branch. She stated that she had a problem with the words "one mind".

In response to Peter Warfield, library patron, who requested criteria currently being used, Commissioner Llorente read the **"Planning Committee July 20, 1994 Proposed Criteria for Changing the Name of a Branch Library (Revised 7-14-94)** (Available in Commission office)

Reference was made to the draft proposed policy for changing the name of a branch library presented by David Price, Assistant to the City Librarian/Finance-Administrative Support, at the May 16, 1996, committee meeting. (Available in Commission office)

City Library Kenneth E. Dowlin offered to prepare a draft incorporating all of the current suggestions.

Commissioner Llorente stated that by the next meeting a draft will be available for public comment.

Proposal honoring Joseph Balanesi at Parkside branch:

Commissioner Llorente reported that this proposal had been discussed with Commission President Steven A. Coulter and Parkside branch acting manager Pat

Dimmick and would include a plaque on the "wall of fame" with photograph and biographical information, inclusion in the online system and creation of a file at the branch. Commissioner Steiman requested that the Commission Secretary contact Mr. Balanesi's family regarding these plans and that Neighborhood Council representative Karen Bevelander could introduce the concept at its next meeting.

In response to Commissioner Chin, Deputy City Attorney Sandra Schaefer reported that naming is a Board of Supervisors' function. The Board can and does delegate this function to certain Commissions and probably has delegated it in the past to the Library. The Board, if it has delegated the function, can take it back any time it so desires.

Revised bylaws:

Commissioner Llorente stated that all who wished to would be asked to speak.

Bill Hale, library patron, stated that the wording was incomplete on this agenda item. He stated that he did not receive the notice until the day of the meeting. In response to his question as to whether public comment would be reinstated on the agenda at the beginning of each meeting, Commissioner Llorente assured him that it would and that added wording would be provided on the next meeting notice. Mr. Hale continued to urge the committee to provide documentation earlier than has been the practice of the present administration.

New business:

Mr. Hale reiterated that the Library should strive to have agendas online, or sent to a list of receivers on e-mail or fax. Mr. Dowlin stated this is a person-power issue, that he would look into faxing them but they would still also have to be mailed out. He stated that the Library could not be held liable if e-mail or faxes were not received. Commissioner Llorente stated that information on online, e-mail and faxes of agendas would be available at the next meeting.

Mr. Warfield asked the percentage of people receiving agendas who have e-mail.

Commissioner Steiman requested that Ms. Schaefer look into the issue.

In response to Commissioner Steiman, Mr. Price reported that the administration is in the process of collecting policies to bring to the committee for review. He stated that in July the Strategic Planning Process had been presented which would be presented at the November 5, 1996, full Commission meeting in order to converge with the 1997-98 budget.

In response to Mr. Hale's request a change in the mission statement be made regarding "free and equal access", Mr. Price suggested that could be proposed by the public.

Mr. Hale reiterated regularizing documentation from the administration to the public. In response to Commissioner Steiman's statement that the public receives information before the Commission does, Mr. Price stated that the goal is to have it ready, that the issues are around numbers, deadlines are to report before meetings, but information is received from the Controller one month behind.

In response to Commissioner Steiman's question if the meetings could be scheduled to coincide with deadlines, Mr. Price stated that would be helpful in data preparation, as staff works at last minute to present the latest data.

In response to Mr. Warfield's question about a project plan, referred to by the City Librarian at the last meeting, Commissioner Steiman questioned whether this is a policy or management issue, as she is interested in updates, but that planning is a management issue.

Mr. Dowlin stated he would put together a status report for the next meeting.

Commissioner Steiman stated the priority of the Commission is the online catalogue.

In response to Mr. Warfield, Commissioner Steiman stated that Nancy Musser, Chief of Technical Services, reported on a plan regarding manual corrections and priorities.

In response to Mr. Hale who noted public comment for those who cannot attend entire meeting had been deleted from the committee agendas, Commissioner Llorente assured that it would be on subsequent agendas.

In response to Mr. Hale, Commissioner Llorente stated that the August 22, 1996, committee minutes would be augmented to include identification of public commenters with title, opposition or support and a brief summary to be available at the next meeting.

Stephanie Stokes, Friends of the Library Board member, suggested e-mailing/faxing agendas would be too time-consuming for one person to do.

Commissioner Llorente adjourned the meeting at 5:40 p.m.

10/19/96
M. Culver



SAN FRANCISCO PUBLIC LIBRARY

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NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the Planning and Policy Committee meeting of the San Francisco Public Library Commission scheduled for Thursday, November 21, 1996, at 4:30 p.m. at the Main Library, Civic Center, has been canceled.

Margaret W. Culver
MARGARET W. CULVER
Library Commission Secretary

POSTED: November 15, 1996

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NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the Planning and Policy Committee meeting of the San Francisco Public Library Commission scheduled for Thursday, December 19, 1996, at 4:30 p.m. at the Main Library, Civic Center, has been canceled.

Margaret W. Culver
MARGARET W. CULVER
Secretary, Library Commission

POSTED: December 13, 1996



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NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the Planning and Policy Committee meeting of the San Francisco Public Library Commission scheduled for Thursday, January 16, 1997, at 4:30 p.m. at the Main Library, Civic Center, has been canceled.

Margaret W. Culver
MARGARET W. CULVER
Secretary, Library Commission

POSTED: January 13, 1997



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BROWN, JR.

NOTICE OF CANCELED MEETING

COULTER

NOTICE IS HEREBY GIVEN that the Planning and Policy Committee

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meeting of the San Francisco Public Library Commission scheduled for Thursday,

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February 20, 1997, has been canceled, to be replaced by a special meeting of the full

Commission on Thursday, February 20, 1997, at 5:30 p.m. in the Latino/Hispanic

Community Meeting Room at the Main Library, Civic Center.

E. DOWLIN
IAN

T. W. CULVER
Secretary

Margaret W. Culver
MARGARET W. CULVER
Secretary, Library Commission

POSTED: 02/13/97



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NOTICE OF MEETING*

A regular meeting of the **Planning and Policy Committee** of the **San Francisco Public Library Commission** will be held as follows:

DATE: Thursday, March 20, 1997

TIME: 4:30 PM

PLACE: Koret Auditorium, Lower Level **NOTE ROOM CHANGE**
Main Library, Civic Center

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie Chin and Carol Steiman

AGENDA:

ACTION ITEM?

1. Call to order
2. Public comment
3. Discussion and possible action to recommend for full Commission approval policy statement for changing the name of a branch library **YES**
4. Preliminary discussion on forming Commission policy for review of Library grants
5. Discussion and possible action to institute a procedure for preparation of comprehensive compilation of existing Commission policies **YES**
6. Discussion and possible action regarding a process to develop the next five-year strategic plan for the Library **YES**



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ACTION ITEM?

7. New business

8. Adjournment (motion required)

YES

*NOTICE: Because it is possible that a fourth Library Commission member will attend this meeting and that attendance would result in a majority of the members of the Library Commission being present, this meeting is also being noticed as a meeting of the Library Commission.

03/17/97 - M. Culver

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J2/25/97

M. Culver

APR 03 1997

SAN FRANCISCO
PUBLIC LIBRARY

Planning and Policy Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

DRAFT minutes of the regular meeting of Thursday, March 20, 1997

The Planning and Policy Committee of the San Francisco Public Library Commission held a regular monthly meeting on Thursday, March 20, 1997, in the Koret Auditorium of the Main Library, Civic Center.

1. CALL TO ORDER: 4:33 PM

MEMBERS ATTENDING THE MEETING: Commissioner Ernest H. Llorente, chair; and Commissioners Lonnie K. Chin and Carol Steiman. President Steven A. Coulter joined the meeting at 5:30 p.m. and sat in the audience.

2. PUBLIC COMMENT

Members of the public who spoke: Peter Warfield, an anonymous citizen, Bill Hale, Deetje Boler

3. POLICY STATEMENT FOR CHANGING NAME OF BRANCH LIBRARY

Commissioner Llorente stated that Commissioner Chin would finalize the policy statement by April 11, 1997, for presentation to the full Commission.

4. POLICY FOR REVIEW OF LIBRARY GRANTS

Members of the public who spoke: Mr. Warfield, Mr. Hale, an anonymous citizen

Acting City Librarian Kathryn Page reported that staff is presently working on a grants assessment process to create cost benefit analysis policy which will be made available by April 19, 1997.

**5. PROCEDURE FOR PREPARATION OF COMPREHENSIVE
COMPILATON OF EXISTING COMMISSION POLICIES**

Commissioner Llorente instructed the Commission Secretary to make all current policies available to Commissioners Chin and Steiman who would join him in discussing them at the April 17, 1997, Planning and Policy committee meeting.

6. PROCESS TO DEVELOP THE NEXT FIVE-YEAR STRATEGIC PLAN

Members of the public who spoke: Mr. Warfield and Ms. Boler

Commissioner Llorente announced that the five-year plan would be developed after completion of the audit.

7. NEW BUSINESS - None

8. ADJOURNMENT

Motion: Commissioner Chin moved to adjourn the regular meeting of Thursday, March 20, 1997, of the Planning and Policy committee meeting.

Action: Approved by a vote of 3 - 0

Voting in support of the motion: Commissioners Chin, Llorente and Steiman

The regular meeting of Thursday the Finance, Operations and Building committee meeting adjourned at 5:45 p.m.

04/03/97

M. Culver



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING*

A regular meeting of the Planning and Policy Committee/Special Meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, April 17, 1997

TIME: 4:30 PM

PLACE: Latino/Hispanic Community Meeting Room,
Lower Level, Main Library, Civic Center

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie K. Chin and Carol Steiman

AGENDA:

1. Call to order
2. Public comment

(This item is to allow members of the public to comment generally on matters within the committee's purview as well as to introduce new agenda items for the committee's consideration.)

3. Discussion and possible action to recommend for full Commission approval a policy statement for changing the name of a Branch Library
4. Discussion and possible action to recommend for full Commission approval a policy regarding the review of grant project opportunities by Library staff

ACTION

ACTION



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| 5. | Discussion and possible action regarding preparation of comprehensive compilation of existing Commission policies | ACTION |
| 6. | Discussion and possible action regarding a process to develop the next five-year strategic plan for the Library | ACTION |
| 7. | Discussion and possible action to recommend to full Commission approval of a proposal for a floral garden collection, i.e. the Living Library, as part of the Civic Center Plan | ACTION |
| 8. | New business | |
| | (This item is to allow Commissioners to introduce new agenda items for consideration.) | |
| 9. | Adjournment (requires motion and public comment) | ACTION |

***NOTICE:** Because it is possible that four or more Commissioners may attend this meeting of the Planning and Policy Committee and four or more Commissioners would constitute a majority of the members of the San Francisco Library Commission, this meeting of the Planning and Policy Committee is also being noticed as a Special Meeting of the San Francisco Library Commission.

04/14/97

M. Culver

DRAFT

PROPOSED POLICY FOR CHANGING THE NAME OF A BRANCH LIBRARY

To be considered by the Planning and Policy Committee
of the San Francisco Public Library Commission
April 17, 1997

POLICY

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify the facility with the neighborhood or the neighborhood it primarily serves. Anyone interested in finding a library can therefore immediately ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for specific individuals or entities. However, there may be reasons so compelling that adding a name of a person to the geographical name of a specific library may be an appropriate honor.

The person so honored will have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the library in substantial ways. The depth and breadth of the contributions would be so obvious and compelling that the various segments of the library/branch community are of one mind in their desire to honor this individual. This great service will reflect a dedication and beneficence to the library over a great span of time.

It is our intention that naming a library for a person is a rarity and that the dedication and service to the library is recognized as rare, unique and of the highest quality.

PROCEDURES FOR THE PUBLIC INVESTIGATION OF THE NAME CHANGE

1. Any members of the Library Commission or a member of the public may propose a name change in writing to the Library Commission or at any regularly scheduled meeting of the Library Commission. However, the proposer must have done extensive and rigorous research to demonstrate that the individual or group has met the stringent criteria of dedicated service and benefit to the library.

2. The President of the Library Commission shall assign the branch library name change to the chair of the Planning and Policy Committee. The chair of the Planning and Policy Committee shall schedule the item for general discussion and receive public comment at several scheduled meetings of the Planning and Policy Committee meeting.

3. After reviewing the public comments, the members of the Planning and Policy Committee shall consider the merits of the name change request, and may schedule a meeting in the facility to consider more direct testimony from members of the public living in the neighborhood of the branch library facility. There shall be a waiting period of at least six months to review criteria.

4. At the next regularly scheduled meeting of the Planning and Policy Committee, after the six-month review period, the members of the committee shall discuss the below-listed criteria and determine a recommendation for the name change to the full membership of the Library Commission.

5. At the next regularly scheduled meeting of the Library Commission, the chair of the Planning and Policy Committee shall present its findings and recommendations to the Library Commission. The President of the Library Commission shall provide final public comment on the issue, and he or she shall call for a vote on the issue. An affirmative vote by the Library Commission shall determine the addition of the name change to the branch library facility.

PROPOSED CRITERIA FOR CHANGING THE NAME OF A BRANCH LIBRARY

1. There should be a demonstration of evidence to the Library Commission that there is a broad base of agreement on the desire for a name change by the neighborhood or community that is served by the branch.

2. The name change request should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all.

3. The new name may honor an individual or group that has made a significant contribution to the branch library, the San Francisco Public Library system, the City and County of San Francisco or to the nation.

4. In all cases the geographic name shall precede any honorific name.

5. The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the library as an institution.

6. If all other criteria are met, the cost of the name change, both in time and cash outlay, should be borne, in part or in whole, by the parties desiring the change.


04/14/97

M. Culver

DRAFT/WORKING COPY

Grant Application Checklist

Checklist items are not necessarily in chronological order

		Date Completed
Project Synopsis <i>(format attached)</i>		_____
Impact Analysis (Cost-Benefit Analysis) <i>(format attached)</i>		_____
Grant Proposal Development Process		_____
Information Report to Library Commission-Finance Committee		_____
City Approval Process (Mayor, Board of Supervisors, Controller)		_____

Format of Project Synopsis and Grant Impact Analysis attached. Diskette available (Lotus Release 5)

RECEIVED

APR 14 1997

S F P L COMMISSION

Project Synopsis

A Project Synopsis is required in order to focus on "the big picture issues". A Project may include multiple grantors, more than one fiscal year, or have ongoing system costs. Projects which are collaborative may require additional planning and review to ensure successful implementation. The Project Synopsis should discuss the following issues:

1. Summary of the scope of the Project: What are we trying to accomplish?
2. What is the funding strategy or potential source(s): How will we pay for it?
3. Provide a summary level budget. Include all potential funding sources (cash, in-kind) and a summary of estimated costs: How much will it cost?
4. If multiple funding sources will be utilized, provide information on linkage between funding sources: How will this work?
5. Timetable for completion of project: How long will it take?

Impact Analysis

Grantor

Grant Title

Grant Coordinator for San Francisco Public Library

Grant Reporting Period

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Does the Project conform to the Library's Five Year Plan or otherwise fall within the Library's mission? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will the Project require additional personnel? If yes, specify the number of FTE's (Full-time equivalent positions), classifications, and duration of each positions. Indicate the impact on current staff workloads during and after the project. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. List contracts, including personal services contracts, which will be needed to fulfill the requirements of the Project. Indicate duration of all contracts, maintenance agreements, and personal services contracts which will result from or be required. Provide estimated costs. | Provide List | |
| 4. List any additional licensing agreements, software upgrades, supplies, equipment, or other ongoing costs. | Provide List | |
| 5. Are there any ongoing costs? Include personnel, contracts, agreements, supplies, equipment, etc. How will these ongoing costs be covered beyond the period of Project funding? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do the ongoing costs fit within the Library's 10 year budget projection? | <input type="checkbox"/> | <input type="checkbox"/> |

Reviewed and approved by:

Title:

Date:

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2)
3)

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Accessible Meeting Policy

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03/27/97

M. Culver

55

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SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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JUN 3 0 1997

SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

**PLANNING AND POLICY COMMITTEE
of the SAN FRANCISCO PUBLIC LIBRARY COMMISSION**
Approved minutes of the regular meeting of Thursday, April 17, 1997

The Planning and Policy Committee of the San Francisco Public Library Commission held a regular meeting on Thursday, April 17, 1997, in the Main Library, Civic Center.

Call to order: 4:50 PM

Members attending the meeting: Commissioners Lonnie K. Chin; Ernest H. Llorente, Chair; and Carol Steiman

**RECOMMENDATION OF POLICY STATEMENT FOR CHANGING THE NAME OF
A BRANCH LIBRARY**

Motion: Commissioner Chin moved to recommend that the Library Commission approve the draft policy statement, as amended in committee, for changing the name of a branch library.

Members of the public who spoke: Peter Warfield spoke regarding the matter; Maria Luz Torre spoke regarding the matter; Deetje Boler spoke regarding the matter.

ACTION: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Chin, Llorente, and Steiman.

ADJOURNMENT

Motion: Commissioner Steiman moved to adjourn.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Chin, Llorente, and Steiman.

The regular meeting of Thursday, April 17, 1997, of the Planning and Policy Committee of the San Francisco Public Library Commission adjourned at 7:25 PM.

These minutes were approved by the Planning and Policy Committee of the San Francisco Public Library Commission at the committee's regular meeting of Thursday, June 19, 1997, with the understanding that the draft policy for naming branch libraries that the committee recommended to the Library Commission for approval be appended as part of the minutes.

A handwritten signature in cursive script that reads "Cooley Windsor".

Cooley Windsor
Secretary II

6-30-97

DRAFT

PROPOSED POLICY FOR CHANGING THE NAME OF A BRANCH LIBRARY

To be considered by the
Library Commission
May 8, 1997

POLICY

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify the facility with the neighborhood or the neighborhood it primarily serves. Anyone interested in finding a library can therefore immediately ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for specific individuals or entities. However, there may be reasons so compelling that adding a name of a person to the geographical name of a specific library may be an appropriate honor.

The person so honored will, upon his or her passing, have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the library in substantial ways. The depth and breadth of the contributions would be so obvious and compelling that the various segments of the library/branch community are of one mind in their desire to honor this individual. This great service will reflect a dedication and beneficence to the library over a great span of time.

It is our intention that naming a library for a person is a rarity and that the dedication and service to the library is recognized as rare, unique and of the highest quality.

PROCEDURES FOR THE PUBLIC INVESTIGATION OF THE NAME CHANGE

1. Any members of the Library Commission or a member of the public may propose a name change in writing to the Library Commission or at any regularly scheduled meeting of the Library Commission. However, the proposer must have done extensive and rigorous research to demonstrate that the individual or group has met the stringent criteria of dedicated service and benefit to the library.
2. The President of the Library Commission shall assign the branch library name change to the chair of the Planning and Policy Committee. The chair of the Planning and Policy Committee shall schedule the item for general discussion and receive public comment at several scheduled meetings of the Planning and Policy Committee meeting.

3. After reviewing the public comments, the members of the Planning and Policy Committee shall consider the merits of the name change request, and may schedule a meeting in the facility to consider more direct testimony from members of the public living in the neighborhood of the branch library facility. There shall be a waiting period of at least six months to review information collected.
4. At the next regularly scheduled meeting of the Planning and Policy Committee, after the six-month review period, the members of the committee shall discuss the below-listed criteria and information and determine a recommendation for or against the name change to the full membership of the Library Commission.
5. At the next regularly scheduled meeting of the Library Commission, the chair of the Planning and Policy Committee shall present its findings and recommendations to the Library Commission. The President of the Library Commission shall provide final public comment on the issue, and he or she shall call for a vote on the issue. An affirmative vote by the Library Commission shall determine the addition of the name change to the branch library facility.

PROPOSED CRITERIA FOR CHANGING THE NAME OF A BRANCH LIBRARY

1. There should be a demonstration of evidence to the Library Commission that there is a broad base of agreement on the desire for a name change by the neighborhood or community that is served by the branch.
2. The name change request should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all.
3. The new name may honor an individual or group that has made a significant contribution to the branch library, the San Francisco Public Library system, the City and County of San Francisco or to the nation.
4. In all cases the geographic name shall precede any honorific name.
5. The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the library as an institution.
6. If all other criteria are met, the cost of the name change, both in time and cash outlay, should be borne, in part or in whole, by the parties desiring the change.

5/1/97

R. Scott



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

APPROVED BY THE LIBRARY COMMISSION
PART OF LIBRARY COMMISSION MINUTES

DOCUMENTS DEPT.

JUL 21 1997

SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
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Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SECRETARY'S SUPPLEMENTARY REPORT

for the regular meeting of Thursday, April 17, 1997,
of the Planning and Policy Committee
of the San Francisco Public Library Commission

1. **Call to order:** See minutes of the regular meeting of April 17, 1997.
2. **Public comment:** The committee heard testimony from Peter Warfield and Maria Luz Torre.
3. **Discussion and possible action to recommend Library Commission approval of a policy statement for changing the name of a branch library:** See minutes of the regular meeting of April 17, 1997.
4. **Discussion and possible action to recommend Commission approval of a policy regarding the review of grant project opportunities by library staff:** Sybil Boutillier, Finance Department staff member, provided three draft documents related to grants--(1) impact analysis, (2) project synopsis, and (3) grant-application checklist--and described the library's current procedure for evaluating grant opportunities.

Commissioner Steiman expressed the Commission's intent to ensure that ongoing costs associated with grants, such as staff positions or equipment, are understood, and the committee accepted Acting City Librarian Kathy Page's proposal that library staff would continue development of a consistent process to provide the Commission with information for oversight of grant applications.

The committee heard testimony from Peter Warfield and Deetje Boler.

5. **Discussion and possible action regarding preparation of comprehensive compilation of existing Commission policies:** Ms. Page provided excerpts from *California Library Laws*, a compilation of state law regarding library governance and funding, and she reported that staff is attempting to assemble copies of policies from other major urban libraries. Commissioner Chin requested that staff summarize policy items into a matrix.

Commissioner Steiman suggested that the committee postpone major action on policies until the results of the strategic audit are obtained and the City Librarian is appointed.

The committee heard testimony from Peter Warfield.

6. **Discussion and possible action regarding a process to develop the next five-year strategic plan:** The committee postponed action on the five-year plan and agreed to review the progress that the library has made in achieving the objectives of the current plan.

The committee heard testimony from Peter Warfield.

7. **Discussion and possible action to recommend that the Commission approve the proposal of the Living Library as part of the Civic Center Plan:** Bonnie Sherk, director of the Living Library, presented a slide show and proposed development of international, multicultural gardens in Fulton Street mall and possible commercial ventures in Brooks Hall.

Members of the committee questioned the cost and size of the gardens, and requested that Ms. Sherk return at a later date to provide a specific plan that would indicate physical layout for the area and responsibility for financing. The Acting City Librarian suggested that Mark Primeau, director of the Department of Public Works, and Jorge Alfaro, project manager with the Department of Architecture, also be invited to that meeting to report on the planning process for restoration of Civic Center.

The committee heard testimony from an unidentified teacher; John Seto, executive director of the Chinese Cultural Center; and Jonathan Rinkle, Tenderloin community resident.

No action was taken on the Living Library proposal.

8. **New business:** None
9. **Adjournment:** See minutes of the regular meeting of April 17, 1997.



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF CANCELED MEETING

DOCUMENTS DEPT.

MAY 13 1997

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE IS HEREBY GIVEN that the **Planning and Policy Committee** meeting
of the San Francisco Public Library Commission scheduled for Thursday, **May 22,**
1997 at 4:30 p.m. at the Main Library, Civic Center has been canceled.

POSTED: May 13, 1997
R. Scott



CIVIC CENTER

SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557-4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

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6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

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12/25/97

M. Culver



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

JUN 16 1997

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING*

A regular meeting of the Planning and Policy Committee/Special Meeting of the San Francisco Public Library Commission will be held as follows:

DATE: THURSDAY, JUNE 19, 1997

TIME: 4:30 p.m.

PLACE: KORET Auditorium
100 Larkin Street, Lower Level
San Francisco

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie Chin and Carol Steiman

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

A G E N D A

1. Call to Order

2. Discussion and possible approval of Minutes:

ACTION

April 17, 1997

Regular Meeting

(To be mailed separately)

3. Discussion and possible action regarding process to develop the next five year strategic plan for the Library, focusing on: a) incorporating the results of the audit; b) identifying core services and service priorities and; c) compiling existing policies and determining where new policies are needed.

ACTION

4. **New Business**

(This item is to allow Commissioners to introduce new agenda items for consideration.)

5. **Public Comment**

(This item is to allow members of the public to comment generally on matters within the committee's purview as well as to introduce new agenda items for the committee's consideration).

6. **Adjournment** (Requires motion and public comment)

ACTION

***NOTICE:** Because it is possible that four or more Commissioners may attend this meeting of the Finance, Operations and Building Committee and four or more Commissioners would constitute a majority of the members of the San Francisco Public Library Commission, this meeting of the Finance, Operations and Building Committee is also being noticed as a Special Meeting of the San Francisco Public Library Commission.

Planning & Policy
6/13/97
R. Scott

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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03/27/97

M. Culver



6.55

19/97



SAN FRANCISCO PUBLIC LIBRARY

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JUN 30 1997

SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

PLANNING AND POLICY COMMITTEE
of the SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Thursday, June 19, 1997

The Planning and Policy Committee of the San Francisco Public Library Commission held a regular meeting on Thursday, June 19, 1997, in the Koret Auditorium, Main Library.

Call to order: 4:47 PM

Members attending the meeting: Commissioners Lonnie K. Chin; Ernest H. Llorente, Chair; and Carol Steiman

APPROVAL OF MINUTES [agenda item #2]

Motion: Commissioner Steiman moved to approve the minutes of the regular meeting of April 17, 1997, with the understanding that the draft policy for naming branch libraries that the committee recommended to the Library Commission for approval be appended as part of the minutes.

Member of the public who spoke: Peter Warfield opposed the matter.

Action: Approved by a vote of 2 - 1. Voting in support of the motion: Commissioners Chin and Llorente. Voting in opposition to the motion: Commissioner Steiman.

ADJOURNMENT [agenda item #6]

Motion: Commissioner Chin moved to adjourn.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Chin, Llorente, and Steiman.

The June 19, 1997, regular meeting of the Planning and Policy Committee of the San Francisco Public Library Commission adjourned at 5:57 PM.

Please note: These are draft minutes subject to approval by the Planning and Policy Committee of the San Francisco Public Library Commission. Copies of handouts and background documents are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
June 30, 1997



SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

JUL 18 1997

SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
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Kathryn Page
Acting City Librarian

Vacant
Secretary

PLANNING AND POLICY COMMITTEE
of the SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved minutes of the regular meeting of Thursday, June 19, 1997

The Planning and Policy Committee of the San Francisco Public Library Commission held a regular meeting on Thursday, June 19, 1997, in the Koret Auditorium, Main Library.

Call to order: 4:47 PM

Members attending the meeting: Commissioners Lonnie K. Chin; Ernest H. Llorente, Chair; and Carol Steiman

APPROVAL OF MINUTES [agenda item #2]

Motion: Commissioner Steiman moved to approve the minutes of the regular meeting of April 17, 1997, with the understanding that the draft policy for naming branch libraries that the committee recommended to the Library Commission for approval be appended as part of the minutes.

Member of the public who spoke: Peter Warfield opposed approval of the minutes.

Action: Approved by a vote of 2 - 1. Voting in support of the motion: Commissioners Chin and Llorente. Voting in opposition to the motion: Commissioner Steiman.

ADJOURNMENT [agenda item #6]

Motion: Commissioner Chin moved to adjourn.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Chin, Llorente, and Steiman.

The June 19, 1997, regular meeting of the Planning and Policy Committee of the San Francisco Public Library Commission adjourned at 5:57 PM.

These minutes as amended were approved by the Planning and Policy Committee of the San Francisco Public Library Commission at the committee's regular meeting of July 17, 1997.

Cooley Windsor

Cooley Windsor

Secretary II

July 18, 1997



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

JUL 14 1997

SAN FRANCISCO
PUBLIC LIBRARY

NOT APPROVED BY THE LIBRARY COMMISSION
NOT PART OF LIBRARY COMMISSION MINUTES

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

SECRETARY'S SUPPLEMENTARY REPORT
regarding the regular meeting of Thursday, June 19, 1997,
of the Planning and Policy Committee
of the San Francisco Public Library Commission

1. **Call to order:** See minutes of the regular meeting of June 19, 1997.
2. **Discussion and possible action to approve minutes of the meeting of April 17, 1997:** Commissioner Steiman agreed with a member of the public who stated that the secretary's supplementary report for the meeting of April 17, 1997, did not adequately represent the public's comments.

Sandra Schaefer, Deputy City Attorney, described the policy for minutes that the Commission adopted which provides for a general summary of discussion, and Commissioner Steiman stated that she would prefer to see a summary of comments as well.

3. **Discussion and possible action regarding process to develop the next five year strategic plan for the library, focusing on a) incorporating the results of the audit; b) identifying core services and service priorities; and c) compiling existing policies and determining where new policies are needed:** Kathy Page, Acting City Librarian, provided the committee with copies of the American Library Association publication *Planning and Role Setting for Public Libraries*, and reported that through the Urban Council of Libraries she has identified three libraries which have recently engaged in a similar process of defining core services and are willing to share information. Ms. Page offered to propose a process for the committee's consideration in July so that work on the project could begin in August.

The Acting City Librarian informed the committee that Sheila Dowd, former library collection development officer of the University of California, Berkeley, gave a presentation to approximately 100 San Francisco Public Library material selectors as

the initial event for the library's collection-management training for staff, and she agreed to provide Commissioner Steiman with a copy of the videotape of Ms. Dowd's presentation.

Ms. Page explained that Anne Roughton, managing librarian of the Materials Selection Office, chairs a committee which is developing monthly training workshops for branch and Main staff regarding the acquisition, maintenance, and withdrawal of library materials from collections. Commissioner Steiman suggested that all library employees should understand basic principles of collection management, and the Acting City Librarian offered to discuss with staff a means for achieving that.

In response to questions from the chair, Ms. Page stated that the Mayor's office has included key strategic issues from the audit in the library's budget, and she proposed that the Planning Committee consider the sequence for implementing the audit's 21 recommendations and identifying areas where policy development is needed.

Ms. Page indicated that she would provide the committee with a chart of policies that are in place and policies that are needed in relation to the strategic audit's recommendations.

The committee discussed elements for inclusion in the five-year plan, including relationships with schools. Ms. Page suggested that committee members consider developing a one-day facilitated workshop for the Library Commission to discuss strategic planning.

Comment from the public regarding the report included support for the library working with schools; encouragement for the library to develop a long-range survey and cost estimate of capital improvements needed by the branches; and using computer software to flag missing or lost library materials in order to identify possible weaknesses developing in the collections.

4. **New business:** None
5. **Public comment:** No member of the public wished to comment during this section.
6. **Adjournment:** See minutes of the regular meeting of June 19, 1997.



SAN FRANCISCO PUBLIC LIBRARY
ACCESS. DISCOVER. EMPOWER

DOCUMENTS DEPT.

JUL 16 1997

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING*

A regular meeting of the Planning and Policy Committee/Special Meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, July 17, 1997
TIME: 4:30 PM.
PLACE: Koret Auditorium, Main Library
100 Larkin Street, San Francisco
CHAIR: Commissioner Ernest H. Llorente
MEMBERS: Commissioners Lonnie Chin and Carol Steiman

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

AGENDA

1. Call to Order
2. Public Comment

(This item is to allow members of the public to comment generally on matters within the committee's purview as well as to introduce new agenda items for the committee's consideration.)

3. Discussion and possible approval of Minutes

ACTION

Approval of the following Commission meeting minutes:

June 19, 1997

Regular Meeting

4. Discussion regarding a policy regarding consideration of grants
Kathy Page, Acting City Librarian
Mary Downey, Library Finance Officer

5. Discussion and possible action on development of next five year strategic plan, including highest priority Audit Recommendations
Kathy Page, Acting City Librarian **ACTION**

6. New Business

(This item is to allow commissioners to introduce new agenda items for consideration.)

7. Adjournment (requires motion and public comment) **ACTION**

*NOTICE: Because it is possible that four or more Commissioners may attend this meeting of the Finance, Operations and Building Committee, and four or more Commissioners would constitute a majority of the members of the San Francisco Public Library Commission, this meeting of the Finance, Operations and Building Committee is also being noticed as a Special Meeting of the San Francisco Public Library Commission.

*NOTICE: A Special Meeting of the San Francisco Public Library Commission is scheduled to begin at 5:30 p.m. on Thursday, July 17, 1997, immediately following this regular meeting of the Planning & Policy Committee

7/14/97
R. Scott

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

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Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, 701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site <http://www.ci.sf.ca.us/ethics/>.

2/25/97

4. Culver



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S F P L
Memorandum

DRAFT

San Francisco Public Library

97
Date: 07/07/97

To: Planning and Policy Committee
of the San Francisco Public Library Commission

Through: Kathryn Page, Acting City Librarian
David Price, Special Assistant to the City Librarian

From: Mary Downey
Finance Director

Subject: Grants - Policy Statement (Draft)
Grants - Internal Controls (Draft)

DOCUMENTS DEPT.

JUL 23 1997

SAN FRANCISCO
PUBLIC LIBRARY

Attached please find two draft documents for your review, comments, and consideration.

The first document is a draft policy statement to be issued by the Library Commission in final format as part of the Library Commission's role in developing and reviewing issues of policy for the San Francisco Public Library.

The second document is a draft summary of internal controls which is being utilized by the Library to ensure that all appropriate fiscal, personnel, and grant program requirements are met.

Your written and verbal comments will be incorporated into revised draft documents which will be prepared for review at the next Planning and Policy Committee Meeting in August.

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DRAFT

Grant Policy (Draft)

It is the policy of the San Francisco Library Commission that the Library apply for, accept and expend grant monies which adhere to or enhance the mission, roles, goals, and objectives of the Library.

After the completion of the internal control procedures for grants, the City Librarian shall prepare a quarterly status report on all active grant projects for the San Francisco Library Commission.

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*San Francisco Public Library
Internal Controls for Grants (Draft)*

DRAFT

REVISED

7/8/97

The following is a summary of internal controls which are utilized to ensure that the Library follows all appropriate fiscal, personnel, and grant program guidelines and regulations:

- Under the direction and approval of the Library Finance Director, a thorough review of all grant applications will be completed by the Finance Office Grant Coordinator. The review process must include meetings with all Library stakeholders and the Library Administrative Policies Committee. Grant proposals must be approved by the Library Administrative Policies Committee. Final approval for grant applications will be made by the City Librarian.
- Elements of the review process must include:
 - Written scope of project/grant and justification, in terms of the Library's mission statement, roles, goals, and objectives.
 - Impact analysis (cost-benefit analysis), including identification of on-going costs.
- City approval process will be followed. This includes review and approval by the Mayor's Office of Management and Budget, Office of the Controller, and Board of Supervisors.
- Internal controls will include all of the following:

The Department Personnel Officer will ensure that all recruitment and personnel documents for grant funded positions indicate the duration of the grant.

The Finance Director and the Department Personnel Officer will coordinate a formal orientation of all grant project staff and supervisors. This orientation will include a review of the duration of the grant and grant reporting responsibilities.

The Department Personnel Office will prepare a letter which states the final date of employment for grant funded positions at least 90 days prior to the ending of the grant. Original will be sent to the employee funded by grant monies. Copies will be sent to the employee's immediate supervisor, Finance Office, and City Librarian.

The Department Personnel Officer will ensure that all Civil Service rules are following in the disposition of grant funded employees at the end of the grant.

The Finance Director will prepare a quarterly grant status report for the City Librarian.

- The City Librarian will present the quarterly status report to the Library Commission.



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SAN FRANCISCO PUBLIC LIBRARY

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JUL 25 1997

SAN FRANCISCO
PUBLIC LIBRARY

DRAFT

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

**PLANNING AND POLICY COMMITTEE
of the SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

Draft minutes of the regular meeting of Thursday, July 17, 1997

The Planning and Policy Committee of the San Francisco Public Library Commission held a regular meeting on Thursday, July 17, 1997, in the Koret Auditorium, Main Library.

Call to order: 4:47 PM

Members attending the meeting: Commissioners Lonnie K. Chin; Ernest Llorente, Chair; and Carol Steiman

APPROVAL OF MINUTES

Motion: Commissioner Steiman moved to approve the minutes of the regular meeting of June 19, 1997, with the following correction: In the section Approval of Minutes [agenda item #2], Member of the public who spoke, "...opposed the matter" is amended to "opposed approval of the minutes."

Member of the public who spoke: An anonymous individual spoke in support of the motion to amend the minutes.

Action: Approved by a vote of 2 - 0. Voting in support of the motion: Commissioners Llorente and Steiman. Commissioner Chin arrived at the meeting subsequent to the vote.

DISCUSSION AND POSSIBLE ACTION ON DEVELOPMENT OF NEXT FIVE YEAR STRATEGIC PLAN [agenda item #5]

Although listed on the agenda as an action item, the committee postponed this matter until the next meeting.

ADJOURNMENT

Motion: Commissioner Steiman moved to adjourn.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Chin, Llorente, and Steiman

The regular meeting of July 17, 1997, of the Planning and Policy Committee of the San Francisco Public Library Commission adjourned at 5:21 PM.

Please note: These are draft minutes subject to approval by the Planning and Policy Committee of the San Francisco Public Library Commission. Copies of handouts and documents are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
July 25, 1997



SAN FRANCISCO PUBLIC LIBRARY

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SAN FRANCISCO
PUBLIC LIBRARY

MR. BROWN, JR.

MR. COULTER

MR.

STREETS

resident

RESNOS

MR. CHIN

MR. FIGUERAS, A.L.A.

MR. LLORENTE

MR. STEIMAN

MEMBERS

MR. MINUDRI

City Librarian

HOUSH

Min Secretary

PLANNING AND POLICY COMMITTEE
of the SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Thursday, July 17, 1997
(Approved Sept. 18, 1997)

The Planning and Policy Committee of the San Francisco Public Library Commission held a regular meeting on Thursday, July 17, 1997, in the Koret Auditorium, Main Library.

Call to order: 4:47 PM

Members attending the meeting: Commissioners Lonnie K. Chin; Ernest Llorente, Chair; and Carol Steiman

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C. Windsor
July 25, 1997



SAN FRANCISCO PUBLIC LIBRARY

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GRANT POLICY (DRAFT)

IT IS THE POLICY OF THE SAN FRANCISCO LIBRARY COMMISSION THAT UPON THE RECOMMENDATION OF THE CITY LIBRARIAN THE LIBRARY APPLY FOR, ACCEPT, AND EXPEND GRANT MONIES WHICH ADHERE TO OR ENHANCE THE MISSION, ROLES, GOALS, AND OBJECTIVES OF THE LIBRARY.

IT IS THE POLICY OF THE SAN FRANCISCO LIBRARY COMMISSION THAT THE CITY LIBRARIAN NOT APPROVE ANY GRANT UNLESS GRANT FUNDED STAFFING OR ANY OTHER COMMITMENT OF LIBRARY RESOURCES OR FUNDS EITHER ENDS WITH THE EXPIRATION OF THE GRANT, ADDITIONAL GRANT FUNDING BECOMES AVAILABLE, OR BUDGETARY PROVISION BE MADE TO CONTINUE THE GRANT FUNDED ACTIVITIES BEYOND THE TERM OF THE GRANT.

AFTER COMPLETION OF THE INTERNAL CONTROL PROCEDURES FOR GRANTS, THE CITY LIBRARIAN SHALL PREPARE A QUARTERLY STATUS REPORT ON ALL ACTIVE GRANT PROJECTS FOR THE SAN FRANCISCO LIBRARY COMMISSION.



CIVIC CENTER

SAN FRANCISCO, CALIFORNIA 94102

TELEPHONE 415-227-2222



SAN FRANCISCO PUBLIC LIBRARY

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HOLIDAY CLOSURE POLICY (DRAFT)

WILLIE L. BROWN JR.
Mayor

STEVEN A. COUTLER
President

FRAN A. STREETS
Vice President

MERRY JONES
NANCY BEN
CAROL B. BOURGAIN
CAROL B. BOURGAIN
JERRY STEINMAN
JERRY STEINMAN

SEUNA SINGHRI
Librarian

AL HUGHES
Secretary

IT IS THE POLICY OF THE SAN FRANCISCO LIBRARY TO CLOSE AT 5PM ON THE
EVE OF THE THANKSGIVING HOLIDAY. *

*NOTE: THE CITY LIBRARIAN RECOMMENDS THAT A COMPREHENSIVE REVIEW AND
RECOMMENDATIONS FOR POLICY CHANGES CONCERNING PUBLIC LIBRARY
HOLIDAY CLOSURE POLICIES BE PLACED ON THE AGENDA OF THE
OCTOBER 16, 1997 MEETING OF THE PLANNING AND POLICY COMMITTEE.



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AUG 18 1997

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the **Planning and Policy Committee** meeting of the San Francisco Public Library Commission scheduled for Thursday, August 21, 1997 at 4:30 p.m. at the Main Library, Civic Center has been canceled.

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

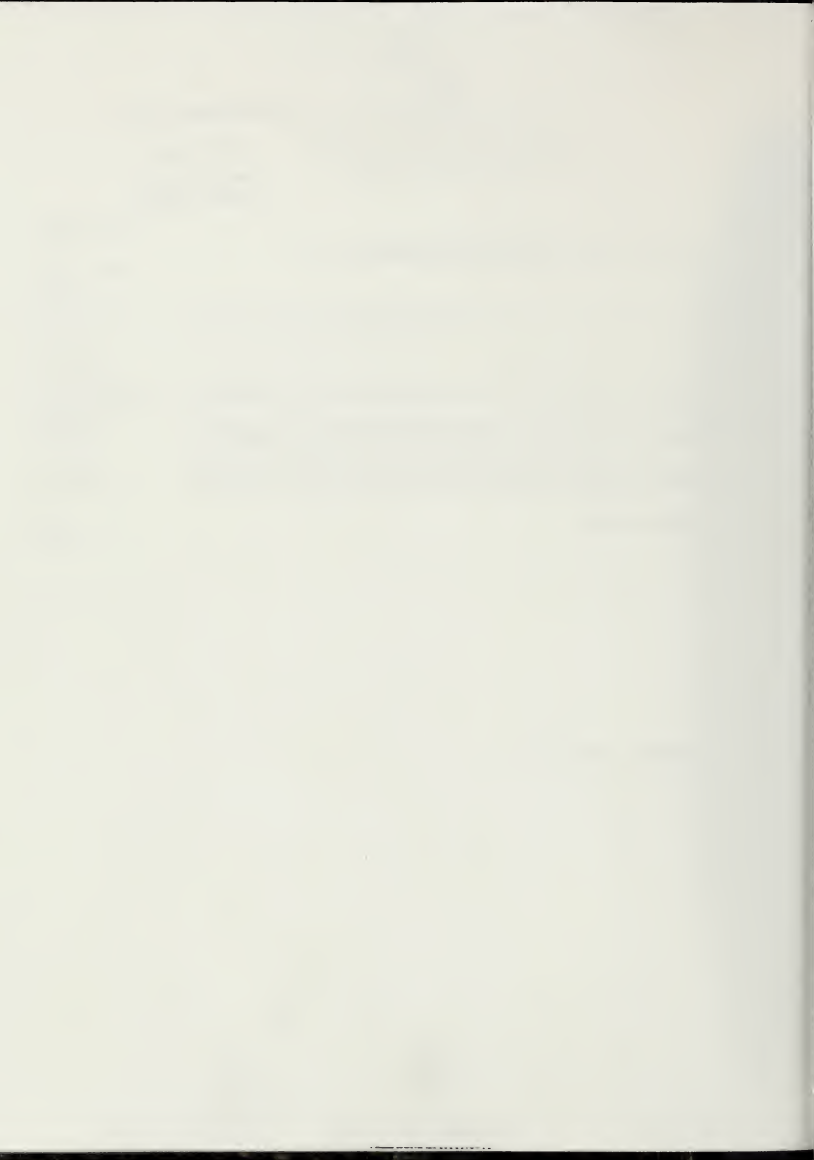
Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

POSTED: August 15, 1997
R. Scott





SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING*

A regular meeting of the **Planning and Policy Committee/special meeting** of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, September 18, 1997

TIME: 4:30 PM

PLACE: Koret Auditorium, Lower Level
Main Library, Civic Center

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie K. Chin and Carol Steiman

AGENDA:

1. Call to order
2. Public comment
(This item is to allow members of the public to comment generally on matters within the committee's purview as well as to introduce new agenda items for the committee's consideration.)
3. Discussion and possible approval of minutes. **ACTION**
4. Discussion and possible action to recommend for full Commission approval a policy regarding the review of grant project opportunities by Library staff. **ACTION**
5. Discussion and possible action regarding policies on early closure on the eve of certain holidays. **ACTION**





6. New business
(This item is to allow Commissioners to introduce new agenda items for consideration.)

7. Adjournment (requires motion and public comment) **ACTION**

***NOTICE:** Because it is possible that four or more Commissioners may attend this meeting of the Planning and Policy Committee and four or more Commissioners would constitute a majority of the members of the San Francisco Library Commission, this meeting of the Planning and Policy Committee is also being noticed as a Special Meeting of the San Francisco Library Commission.

09/12/97

M. Housh



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

GRANT POLICY (DRAFT)

WILLIE L. BROWN, JR.
Mayor

STEVEN A. GUILTER
President

FRAN A. STREETS
Vice President

EMERSON L. GONZ
SANDY L. GONZ
ERIKAL L. GONZ
ERIKAL L. GONZ
ERIKAL L. GONZ
ERIKAL L. GONZ
ERIKAL L. GONZ

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IT IS THE POLICY OF THE SAN FRANCISCO LIBRARY COMMISSION THAT UPON THE RECOMMENDATION OF THE CITY LIBRARIAN THE LIBRARY APPLY FOR, ACCEPT, AND EXPEND GRANT MONIES WHICH ADHERE TO OR ENHANCE THE MISSION, ROLES, GOALS, AND OBJECTIVES OF THE LIBRARY.

IT IS THE POLICY OF THE SAN FRANCISCO LIBRARY COMMISSION THAT THE CITY LIBRARIAN NOT APPROVE ANY GRANT UNLESS GRANT FUNDED STAFFING OR ANY OTHER COMMITMENT OF LIBRARY RESOURCES OR FUNDS EITHER ENDS WITH THE EXPIRATION OF THE GRANT, ADDITIONAL GRANT FUNDING BECOMES AVAILABLE, OR BUDGETARY PROVISION BE MADE TO CONTINUE THE GRANT FUNDED ACTIVITIES BEYOND THE TERM OF THE GRANT.

AFTER COMPLETION OF THE INTERNAL CONTROL PROCEDURES FOR GRANTS, THE CITY LIBRARIAN SHALL PREPARE A QUARTERLY STATUS REPORT ON ALL ACTIVE GRANT PROJECTS FOR THE SAN FRANCISCO LIBRARY COMMISSION.





SAN FRANCISCO PUBLIC LIBRARY

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SEP 30 1997

SAN FRANCISCO
PUBLIC LIBRARY

DRAFT

Planning and Policy Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

DRAFT minutes of the regular meeting of Thursday, September 18, 1997

The Planning and Policy Committee of the San Francisco Public Library Commission held a regular monthly meeting on Thursday, September 18, 1997, in the Koret Auditorium of the Main Library, Civic Center.

1. CALL TO ORDER: 4:42 PM

MEMBERS ATTENDING THE MEETING: Commissioner Ernest H. Llorente, Chair; and Commissioners Lonnie K. Chin and Carol Steiman.

2. PUBLIC COMMENT

Members of the public who spoke: Peter Warfield raised issues regarding use of Robert's Rules of Order, the proposed list of Library policies, the status of any proposed 5 year plan, and placement of public comment on the agenda.

3. APPROVAL OF MINUTES

Commissioner Chin moved approval of the minutes of the July 17, 1997 meeting of the Planning and Policy Committee, seconded by Commissioner Steiman.

Public Comment: Detje Boler opposed adoption of the minutes requesting more detail. Peter Warfield requested more details of public comment and that he be identified when his comments were mentioned.

ACTION: Approved 3-0 (Aye - Llorente, Steiman, and Chin)

4. Approval of a policy statement concerning the Library's grants policy was moved by Commissioner Steiman, seconded by Commissioner Llorente.



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TELEPHONE 415-557-4233

Ms. Minudri, the City Librarian requested that the proposed draft policy be adopted and suggested that a standard format of library policies will be created and brought to the Commission for their approval. The City Librarian discussed problems created by a lack of clear policies in this area. The Commissioners discussed their views on the Library's past difficulties with a lack of policy in this area. Commissioner Llorente requested that the City Librarian provide the Commissioners with detailed information on all grant funded positions and terms of current grants. Commissioner Chin expressed concern about the impact of the proposed policy statement on areas involving labor contracts and seed funding. Commissioner Chin felt that the Commission should limit establishing restrictive policies to the minimum necessary. The Commissioners discussed these concerns and related issues. Ms Cybil Boutilier, staff grants administrator, Deputy City Attorney, Sandra Schaefer and the City Librarian suggested issues to be addressed by the draft proposal. The Commissioners reworded the draft proposal to address their concerns and this additional information.

A revised draft grants policy statement was referred to the October 16, 1997 Planning and Policy Committee meeting for its consideration and approval.

It is the policy of the San Francisco Library Commission that upon the recommendation of the City Librarian the Library apply for, accept, and expend grant monies which adhere to or enhance the mission, roles, goals, and objectives of the library.

It is the policy of the San Francisco Library Commission that the City Librarian may approve grant proposals with the clear understanding that grant funded staffing or any other commitment of Library resources or funds ends with the expiration of the grant, unless additional grant funding becomes available, or budgetary provision be made to continue the grant funded activities beyond the term of the grant.

After completion of the internal control procedures for grants, the City Librarian shall prepare a quarterly status report on all active grant projects for the San Francisco Library Commission.

Commissioner Steiman requested that staff prepare and submit for consideration at the next meeting of the Committee a basic grants procedural appendice to be routinely attached to grant documents.

Public Comment: Detje Boler asked for information concerning grant acceptance authority. Peter Warfield discussed his view on the history of how the Commission addressed grants.

5. The City Librarian, MS. Minudri called the Commissioners attention to issues involved with holiday closures of the Library. Ms. Minudri proposed that the Committee approve a policy statement for Thanksgiving Eve and said that she will bring the Committee a proposal to fully address holiday closure issues.

It was moved by Commissioner Steiman, seconded by Commissioner Chin

It is the policy of the Library Commission to close at 5pm on the eve of the Thanksgiving Holiday.

Public Comment: Peter Warfield asked that if early closures are approved that steps be taken to have additional hours added to balance any losses. Detje Boler expressed concern that the Proposition E open hours requirements be met.

ACTION: Approved 3-0 (Aye - Steiman, Chin, Llorente)

6. **NEW BUSINESS** - None brought forward

7. **ADJOURNMENT**

Adjournment was moved by Commissioner Steiman, seconded by Commissioner Chin

ACTION Approved 3-0 (Aye - Steiman, Chin, and Llorente)

The regular meeting of Planning and Policy Committee was adjourned at 5:43 p.m.

09/22/97

M. Housh



RE: SFPL Grant Proposal Process
DATE: October 24, 1997

There are basically two approaches to beginning a grant proposal process:

- A) a priority need is identified by staff and a funding source is researched by grant office;
or
- B) a funding opportunity has been identified by grant office and is explored to see if it can help fulfill an identified lack or need in the library or further its strategic direction.

1. Potential proposal reviewed by a Proposal Review Team.

Any unit can ask the Grant Coordinator's office to convene a meeting of a Proposal Review Team to discuss the possibility of developing a proposal. Or, if the Grant Coordinator's office identifies an appropriate opportunity, it will convene a proposal team.

The Proposal Review Team includes the Grants Coordinator and Chiefs or other appropriate representatives for each of the divisions to be affected by the proposal. The team reviews the potential proposal according to the internal Grant Application Impact Analysis criteria, feasibility, and partners; and decides whether to recommend that the proposal be developed.

2. Recommended proposal reviewed by Fiscal Grant Review Committee.

The Fiscal Grant Review Committee includes the Chief Financial Officer, the Finance Director, and the Grants Coordinator. This Committee conducts a preliminary Cost/Benefit Analysis on the proposal, and recommends approval or rejection of the proposal based on a fiscal review.

3. Proposal is reviewed by City Librarian and/or Administrative Policy Committee.

Administrative Policy Committee recommends approval or rejection of proposal. City Librarian or designee approves or rejects proposed grant application.

4. Final Proposal is drafted.

The full proposal is developed by the interested parties with assistance from the Grant Coordinator's office, as appropriate. The final grant proposal is signed by the City Librarian or designee.

5. Grant Resolution to Accept & Expend is created for Mayor, Controller, & Board of Supervisors.

The Grant coordinator's office completes the resolution forms, and distributes them to the appropriate people when the grant is awarded.

6. Grant Award or Denial Announced

Upon receipt of a grant award or denial announcement, the Grant Coordinator's office notifies the City Librarian, who in turn notifies the Library Commission Finance Committee in a quarterly report.

7. Grant Resolution tracking process begins.

Grants Coordinator follows resolution process through City adoption procedures to insure completion.

Impact Analysis

Grantor

Grant Title

Grant Coordinator for San Francisco Public Library

Grant Reporting Period

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Does the Project conform to the Library's Five Year Plan or otherwise fall within the Library's mission? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will the Project require additional personnel? If yes, specify the number of FTE's (Full-time equivalent positions), classifications, and duration of each position. Indicate the impact on current staff workloads during and after the project. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. List contracts, including personal services contracts, which will be needed to fulfill the requirements of the Project. Indicate duration of all contracts, maintenance agreements, and personal services contracts which will result from or be required. Provide estimated costs. | Provide List | |
| 4. List any additional licensing agreements, software upgrades, supplies, equipment, or other ongoing costs. | Provide List | |
| 5. Are there any ongoing costs? Include personnel, contracts, agreements, supplies, equipment, etc. How will these ongoing costs be covered beyond the period of Project funding? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do the ongoing costs fit within the Library's 10 year budget projection? | <input type="checkbox"/> | <input type="checkbox"/> |

Reviewed and approved by:

Title:

Date:

- 1.)
- 2.)
- 3.)



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

San Francisco Public Library Holiday Closure Policy

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
CHARLES A. HIGUERAS, A.L.A.
ERNEST H. LLORENTE
CAROL STEINMAN
Commissioners

REGINA MINUDRI
Acting City Librarian

MICHAEL HOUSH
Commission Secretary

It is the policy of the San Francisco Library Commission that libraries will be closed on all days declared to be holidays by the City as set forth in the Salary Standardization Ordinance.

Additional closings will be as follows:

The entire library system on Easter Sunday;

The entire library system at 5pm on the eve of the Christmas and New Year's holidays; when Christmas Eve falls on Sunday, the entire library system will be closed;

The Chinatown Branch on Chinese New Year's Eve;

The Main Library when it is anticipated that congestion in the Civic center area will make opening the Main Library ineffective.

Proposed Amendment

The entire library system at 5pm on the eve of the *Thanksgiving*, Christmas, and New Year's holidays; when Christmas Eve falls on Sunday, the entire library system will be closed;



CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415 557 4211

Payroll/Personnel Services Division

1997 Pay Schedule

Pay Period	Pay Day	Problem Description	New Hire PARs	Time	Holidays
		Forms, Deduction Forms, Change PARs		Rosters Due	
12/14/96 - 12/27/96	1/7/97	12/16/96 - 12/24/96	12/16/96 - 12/27/96	12/30/96	12/25/96
12/28/96 - 1/10/97	1/21/97	12/30/96 - 1/8/97	12/30/96 - 1/10/97	1/13/97	1/1/97
1/11/97 - 1/24	2/4/97	1/13/97 - 1/22	1/13/97 - 1/24	1/27	1/20
1/25 - 2/7	2/18	1/27 - 2/5	1/27 - 2/7	2/10	
2/8 - 2/21	3/4	2/10 - 2/19	2/10 - 2/21	2/24	2/17
2/22 - 3/7	3/18	2/24 - 3/5	2/24 - 3/7	3/10	
3/8 - 3/21	4/1	3/10 - 3/19	3/10 - 3/21	3/24	
3/22 - 4/4	4/15	3/24 - 4/2	3/24 - 4/4	4/7	
4/5 - 4/18	4/29	4/7 - 4/16	4/7 - 4/18	4/21	
4/19 - 5/2	5/13	4/21 - 4/30	4/21 - 5/2	5/5	
5/3 - 5/16	5/27	5/5 - 5/14	5/5 - 5/16	5/19	
5/17 - 5/30	6/10	5/19 - 5/28	5/19 - 5/30	6/2	5/26
5/31 - 6/13	6/24	6/2 - 6/11	6/2 - 6/13	6/16	
6/14 - 6/27	7/8	6/16 - 6/25	6/16 - 6/27	6/30	
6/28 - 6/30	*** Fiscal year end schedule to be determined. ***				
7/1 - 7/11	7/22	6/30 - 7/9	6/30 - 7/11	7/14	7/4
7/12 - 7/25	8/5	7/14 - 7/23	7/14 - 7/25	7/28	
7/26 - 8/8	8/19	7/28 - 8/6	7/28 - 8/8	8/11	
8/9 - 8/22	9/2	8/11 - 8/20	8/11 - 8/22	8/25	
8/23 - 9/5	9/16	8/25 - 9/3	8/25 - 9/5	9/8	9/1
9/6 - 9/19	9/30	9/8 - 9/17	9/8 - 9/19	9/22	
9/20 - 10/3	10/14	9/22 - 10/1	9/22 - 10/3	10/6	
10/4 - 10/17	10/28	10/6 - 10/15	10/6 - 10/17	10/20	10/13
10/18 - 10/31	11/11	10/20 - 10/29	10/20 - 10/31	11/3	
11/1 - 11/14	11/25	11/3 - 11/12	11/3 - 11/14	11/17	11/11
11/15 - 11/28	12/9	11/17 - 11/26	11/17 - 11/28	12/1	11/27 & 28
11/29 - 12/12	12/23	12/1 - 12/10	12/1 - 12/12	12/15	

Holiday Listing

12/25/96 Christmas Day
1/1/97 New Years Day
1/20/97 M.L. King Birthday
2/17/97 Presidents' Day
5/26/97 Memorial Day
7/4/97 Independence Day

9/1/97 Labor Day
10/13/97 Columbus Day
11/11/97 Veterans' Day
11/27/97 Thanksgiving Day
11/28/97 Day After Thanksgiving

SAN FRANCISCO PUBLIC LIBRARY

CHILDREN'S AND YOUTH SERVICES INFORMATION

Fiscal Year 1996-1997

A brief overview of figures for programs, services and activities in Children's and Youth Services during the 1996-1997 fiscal year.

- ▶ **Lapsit and preschool storytimes** - 37,549 children, parent and care givers attended 1,844 programs.
- ▶ **Media programs** - 795 film and video programs were presented to audiences totaling 33,620.
- ▶ **Special events** - 887 art, music, dance and other special performances were attended by 33,617.
- ▶ **Class visits to the library** - 3,389 preschool and school classes, totaling 57,454 children came to the library for tours, stories, library instruction and research.
- ▶ **Visits to classes** - librarians visited 1,567 preschool and school classes, reaching 40,903 children for booktalks, stories and introductions to library services.

In all, SFPL children's and youth services librarians gave 8,482 group and class-focussed programs and presentations which were attended by 214,342 children last fiscal year.

- ▶ **Circulation** - 1,506,848 juvenile and teen materials circulated.
- ▶ **Library cards** - 18,020 children and teens applied for library cards.
- ▶ **Reference and other questions** - children's librarians responded to 601,910 reference, readers advisory and other questions from children.

Comparison between 1992-93 and 1996-97 fiscal year

	<u>1992-93</u>		<u>1996-97</u>		% increase in programs	% increase in attendance
	# programs	# attendees	# programs	# attendees		
Storytimes	1,102	22,942	1,844	37,549	67%	63%
Class visits to library	1,061	19,355	3,389	57,454	219%	196%
Visits to classes	753	30,792	1,567	40,903	108%	32%
Media programs	532	22,142	795	33,620	49%	51%
Special programs	<u>356</u>	<u>12,847</u>	<u>887</u>	<u>33,617</u>	149%	161%
	3,833	114,442	8,482	214,342		

	<u>1992-93</u>	<u>1996-97</u>	<u>%increase</u>
Circulation of juvenile and teen materials	775,598	1,506,848	94%
Reference & other questions	251,684	601,910	139%
Juvenile and teen library card registration	Not available	18,020	

HIGHLIGHTS

The Main Library Children's Center

	1992-1993		1996-1997		% increase	% increase
	# of programs	# of attendees	# of programs	# of attendees	in programs	in attendance
Storytimes	47	1,244	48	1,402	2%	12%
Class visits to library	165	2,708	593	13,448	259%	396%
Visits to classes	17	2,378	183	1,273	976%	46%
Media programs	74	4,069	67	3,935	-9%	-3%
Special programs	<u>65</u>	<u>2,743</u>	<u>52</u>	<u>3,310</u>	<u>-2%</u>	<u>20%</u>
Total	368	13,142	943	23,368	156%	77%

	1992-1993	1996-1997	%increase
Circulation	81,994	207,852	153%
Reference and other questions	33,225	601,910	1,711%

Circulation in June 1997 for the Main Children's Center was 17,731.

In June 1995, the year the old building was open it was 7,921.

134 classes have been scheduled for tours through the week of December 15 in the current fiscal year.

HIGHLIGHTS

SFPL projects which support schools and their programs

- ▶ NSF grant - a major focus of this grant is the training of teachers and school librarians in what is available through our technology and how they can access it to help their students
- ▶ Assisted SFUSD in developing their 5-year technology initiative
- ▶ Prepared 3 historical fiction booklists to support Middle School curriculum reading assignments during the past fiscal year. Are working on 2 more for this year.
- ▶ Prepared a joint 1997 Summer Reading for Young Adults booklist and purchased paperback books to support the list. We plan to do the same for 1998.
- ▶ Healthy Start - served as an advisor to a middle school writing a Healthy Start planning grant last year and have been asked to do so again this year.
- ▶ We visit teacher training and parent days upon school request.
- ▶ Middle School Outreach - this MOCYF-funded program is focussed on reaching middle schoolers in their schools. Last year we visited 349 Middle School classes and helped give library tours/instruction to 55 more.
- ▶ Kindergarten card project - we are about to begin the third year of our project with the schools to register all kindergarten students for a library card.
- ▶ Academic literacy - this year we are beginning a book talk program with the high schools which focusses on supporting and helping students learn how to select books for independent reading.



SAN FRANCISCO PUBLIC LIBRARY

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OCT 03 1997

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN THAT THE MEETING OF THE PLANNING
AND POLICY COMMITTEE OF THE SAN FRANCISCO PUBLIC LIBRARY
COMMISSION SCHEDULED FOR

THURSDAY, OCTOBER 16, 1997, AT 4:30 P.M.

AT THE MAIN LIBRARY, CIVIC CENTER, HAS BEEN CANCELED.

MICHAEL HOUSH
SECRETARY, LIBRARY COMMISSION

POSTED: OCTOBER 3, 1997



CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233





SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING*

A Special Meeting of the Planning and Policy Committee/special meeting of the San Francisco Public Library Commission was called by Commissioner Llorente and will be held as follows:

DATE: Friday, October 24, 1997

TIME: 4:30 pm

DOCUMENTS DEPT.

PLACE: Koret Auditorium, Lower Level
Main Library, Civic Center

OCT 20 1997

SAN FRANCISCO
PUBLIC LIBRARY

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie K. Chin and Carol Steiman

AGENDA:

The meeting will be called to order

1. Public Comment
(This item is to allow members of the public to comment generally on matters within the committee's purview as well as to introduce new agenda items for the committee's consideration.)
2. Discussion and possible approval of minutes of the September 18, 1997 regular meeting of the Planning and Policy committee. **ACTION**
3. Discussion and possible action to recommend for full Commission approval a policy regarding the review of grant project opportunities by Library staff. **ACTION**
4. Discussion and possible action regarding policies on closure on the certain holidays and the eve of a holiday. **ACTION**



CIVIC CENTER

SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

5. Discussion and possible action regarding creating policies on children and youth services and group visits to the Library. **ACTION**
6. Discussion and possible action regarding creating a standardized format for Library Commission Policies and compiling a complete list of such policies. **ACTION**
7. Discussion and possible action regarding the Library's multi-year plan. **ACTION**
8. **New Business**
(This item is to allow Commissioners to introduce new agenda items for consideration.)
9. Adjournment (requires motion and public comment) **ACTION**

***NOTICE:** Because it is possible that four or more Commissioners may attend this special meeting of the Planning and Policy Committee and four or more Commissioners would constitute a majority of the members of the San Francisco Library Commission, this special meeting of the Planning and Policy Committee is also being noticed as a Special Meeting of the San Francisco Library Commission.

10/17/97

M. Housh

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).
4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.
6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site <http://www.ci.sf.ca.us/ethics/>.

REVISED DRAFT GRANTS POLICY

Referred to the October 16, 1997 Planning and Policy Committee meeting for its consideration and approval.

It is the policy of the San Francisco Library Commission that upon the recommendation of the City Librarian the Library apply for, accept, and expend grant moneys which adhere to or enhance the mission, roles, goals, and objectives of the library.

It is the policy of the San Francisco Library Commission that the City Librarian may approve grant proposals with the clear understanding that grant funded staffing or any other commitment of Library resources or funds ends with the expiration of the grant, unless additional grant funding becomes available, or budgetary provision be made to continue the grant funded activities beyond the term of the grant.

After completion of the internal control procedures for grants, the City Librarian shall prepare a quarterly status report on all active grant projects for the San Francisco Library Commission.



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SAN FRANCISCO
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DRAFT

Planning and Policy Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Friday, October 24, 1997

The Planning and Policy Committee of the San Francisco Public Library Commission held a special meeting on Friday, October 24, 1997 in the Koret Auditorium of the Main Library, Civic Center.

The meeting was called to order at 4:07 PM and the Commission Secretary announced that state law, City Charter and ordinance, and Robert's Rules of Order (revised) would govern process during the meeting.

MEMBERS ATTENDING THE MEETING: Commissioner Ernest H. Llorente, Chair; and Commissioner Lonnie K. Chin.

PUBLIC COMMENT

Members of the public who spoke: Zoe Horn expressed approval of the current minutes format.

APPROVAL OF MINUTES of September 18, 1997

Commissioner Chin moved approval of the minutes of the September 18, 1997 meeting of the Planning and Policy Committee, seconded by Commissioner Llorente.

Public Comment: Peter Warfield requested of his 9/18/97 comment to be clarified as concerning the policy for identifying or not a member of the public when public comments were mentioned.

ACTION: Approved 2-0 (Aye - Llorente and Chin)

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SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415-557 4233

4. Approval of a policy statement concerning the Library's Grants Policy was moved by Commissioner Chin, seconded by Commissioner Llorente.

The revised draft grants policy statement below was referred to the October 1997 Planning and Policy Committee meeting for its consideration and approval.

It is the policy of the San Francisco Library Commission that upon the recommendation of the City Librarian the Library apply for, accept, and expend grant moneys which adhere to or enhance the mission, roles, goals, and objectives of the library.

It is the policy of the San Francisco Library Commission that the City Librarian may approve grant proposals with the clear understanding that grant funded staffing or any other commitment of Library resources or funds ends with the expiration of the grant, unless additional grant funding becomes available, or budgetary provision be made to continue the grant funded activities beyond the term of the grant.

After completion of the internal control procedures for grants, the City Librarian shall prepare a quarterly status report on all active grant projects for the San Francisco Library Commission.

An information sheet (copy attached) on administrative procedure for grant acceptance was provided to the Committee for its information. At the suggestion of the Acting City Librarian, Commissioner Chin, seconded by Commissioner Llorente moved adoption of this policy statement to the full Commission for its November 1997 meeting.

Public Comment: Peter Warfield discussed his view of the history of how the Commission addressed grants.

ACTION -Approved 2 - 0 (Aye, Chin and Llorente)

5. HOLIDAY CLOSURE POLICY

The City Librarian, Ms. Minudri proposed that the Committee approve an amendment of current Library Holiday Closure policies to allow for library closure on Thanksgiving Eve.

It was moved by Commissioner Chin, seconded by Commissioner Llorente that the Library's Holiday Closure be amended to read:

The entire library system at 5pm on the eve of the *Thanksgiving*, Christmas, and New Year's holidays; when Christmas Eve falls on Sunday, the entire library system will be closed.

ACTION: Approved 2 - 0 (Aye - Chin and Llorente)

6. CHILDREN AND YOUTH SERVICES

A report on children's services at the Library was submitted by Ms. Toni Bernardi, Coordinator of Children's Services (copy attached). Ms. Bernardi provided an extensive overview of the significant increase in services provided by the Library to children and youth during the past four years. She outlined many of the challenges and problems which Children's Services has overcome to provide dramatically increased services. Ms. Bernardi also highlighted several successful programs, some grant funded, which improve the Library's ability to provide comprehensive infant, children, youth, and teen services. Commissioner Chin asked for information on library use by specific schools and if available classes. She called for greater information sharing between the San Francisco Unified School District and branch libraries near schools to find ways to maximize cooperation. Commissioner Chin also inquired about information materials available to teachers and schools to help improve coordination in providing increased library access to students. She suggested working with neighborhood schools to better utilize service capacity. Ms. Bernardi informed the Commissioners that improvement in the teachers information brochure was planned.

Public Comment: Peter Warfield suggested improved bibliographic resources for both children's and adult services. Edward Hall asked about how schools were chosen to participate in the National Science Foundation grant program.

7. LIBRARY POLICIES & POLICY FORMAT

The Commission Secretary submitted a report (copy attached) on existing Library Policies and provided copies of other library system's policies and policy format for the Committee's consideration. Ms. Minudri, the Acting City Librarian mentioned several fundamental policy areas where the

Library Commission had not set policy. She proposed that the Commission Secretary with assistance by Library staff prepare a model format for existing Library Policies to be considered by the Committee in December. Commissioner Llorente requested that in whatever format is used the information presented be kept simple and understandable.

Public Comment: Zoe Horn inquired concerning the availability of archival records of library Policies.

8. MULTI-YEAR LIBRARY PLAN

The Acting City Librarian outlined her efforts to prepare the Library's multi-year plan. Ms. Minudri informed the Committee that the remaining unresolved recommendations of last year's audit were being prioritized and staff was preparing a breakdown of Library service goals. The City Librarian emphasized the importance of tying budget planning and service delivery goals so that the Library's planning would remain a realistic working plan. Ms. Minudri also indicated that Library staff would play a significant role in drafting the new multi-year plan. The Acting City Librarian hoped to submit a broad and general plan outline at the December Commission meeting.

9. NEW BUSINESS - None brought forward

10. ADJOURNMENT

Adjournment was moved by Commissioner Chin, seconded by Commissioner Llorente

ACTION Approved 2-0 (Aye - Chin, and Llorente)

The regular meeting of Planning and Policy Committee was adjourned at 5:59 PM.

Please note: These are draft minutes subject to the approval of the Public Library Commission's Planning and Policy Committee at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

10/28/97

M. Housh



SAN FRANCISCO PUBLIC LIBRARY

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NOV 13 1997

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING*

The regular meeting of the **Planning and Policy Committee/special meeting** of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, November 20, 1997

TIME: 4:30 pm

PLACE: Koret Auditorium, Lower Level
Main Library, Civic Center

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie K. Chin and Carol Steiman

AGENDA:

The meeting will be called to order

1. Public Comment
(This item is to allow members of the public to comment generally on matters within the committee's purview as well as to introduce new agenda items for the committee's consideration.)
2. Discussion and possible approval of minutes of the October 24, 1997 special meeting of the Planning and Policy Committee. **ACTION**
3. Acting City Librarian's Report on Library Audit recommendations.
Report by Regina Minudri
4. Discussion of a proposed style and format for library policies to be included in a proposed Library Policy Handbook.



5. **New Business**

(This item is to allow Commissioners to introduce new agenda items for consideration.)

6. **Adjournment (requires motion and public comment)**

ACTION

***NOTICE:** Because it is possible that four or more Commissioners may attend this special meeting of the Planning and Policy Committee and four or more Commissioners would constitute a majority of the members of the San Francisco Library Commission, this special meeting of the Planning and Policy Committee is also being noticed as a Special Meeting of the San Francisco Library Commission.

11/17/97

M Housh, Sectry.



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

Planning and Policy Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, November 20, 1997

The Planning and Policy Committee of the San Francisco Public Library Commission held its regular meeting on Thursday, November 20, 1997 in the Koret Auditorium of the Main Library, Civic Center.

The meeting was called to order at 4:45 PM and the Commission Secretary announced that state law, City Charter and ordinance, and Robert's Rules of Order (revised) would govern process during the meeting.

MEMBERS ATTENDING THE MEETING: Commissioner Ernest H. Llorente, Chair; and Commissioners Carol Steiman and Lonnie K. Chin.

PUBLIC COMMENT

Members of the public who spoke: Peter Warfield inquired about the absence of an approval of minutes item and the placement of the Public Comment item in the agenda. Deetje Boler expressed concerns with the lack of locker storage and shelving in restrooms.

APPROVAL OF MINUTES of October 24, 1997

Commissioner Steiman moved approval of the minutes of the October 24, 1997 special meeting of the Planning and Policy Committee, seconded by Commissioner Chin.

Public Comment: Peter Warfield expressed concern with delays in receiving mailed Library Commission notices.

The Commissioners directed the Commission Secretary to continue efforts to expedite mail processing of notices to improve timely arrival.

ACTION: Approved 3-0 (Aye Steiman, Chin, and Llorente)



3. CITY LIBRARIAN'S REPORT ON AUDIT RECOMMENDATIONS

The Acting City Librarian reported on steps the Library has taken to address the various issues raised in last year's audit of the Library. (copy attached). Ms. Minduri explained that the memo provided to the Commissioners reflected her views on how best to address the audit recommendation prior to her assuming the position of City Librarian. Accordingly, she would now in light of experience on the job, modify and re-prioritize some of the some of the recommendations included in her memo. Regarding Item 1., she discussed efforts to identify and hire a Finance Director and an Assistant City Librarian as the Audit recommended. On item 2, the Acting City Librarian reported the shelving backlog has been cleared. On Item 3. Ms. Minudri outlined proposed action beginning with a public meeting on December 9, 1997 at the Main Library. She emphasized that the development of collections management policies will be staff centered and staff driven. The Post Occupancy Evaluation (POE) process was described as underway. Dr. Cranz, the consultant on development of the scope of the Request for Qualifications (RFQ) will be interviewing staff and members of the public to shape the scope of the POE Request for Proposals. Commissioner Chin inquired about the role of the Commissioners in shaping the POE Request for Qualifications. Regarding Item 18, the Acting City Librarian informed the Commissioners of her meetings with the various affinity groups. Chairman Llorente emphasized his concerns that these efforts focus on better cooperation and coordination among staff, the public, and affinity groups. On Item 19b, Ms. Minudri discussed her October 31, 1997 General Staff meeting and other efforts to involve library staff in budget planning. She also mentioned efforts to provide budget training for Library staff. On Item 20, Ms. Minudri noted a serious backlog in the Library's staff evaluation efforts. She projected a long term effort would be needed to do complete position evaluations for all staff positions. Commissioner Steiman inquired as to the impact of this process on filling positions. Commissioner Llorente asked about the union's response to this process.

The Acting City Librarian asked the Committee members to provide her with suggestions and guidance regarding her proposed timeline and prioritization in addressing audit items. Ms. Minudri discussed efforts to improve staff training. She noted reassignment of expert staff formerly assigned to Library Express to train other staff. Commissioner Llorente requested a report on the close of the Library Express program. The Acting City Librarian and Commissioners Steiman and Llorente discussed the complexity of issues involved in Library Preservation and General Fund budgeting. Ms. Minudri projected that efforts to do outreach citywide on specialized program development may have to be delayed until next Summer. The Acting City Librarian reported on her discussions with the Mayor concerning Brooks Hall. She mentioned that a budget training program for staff could be in place next Summer. The replacement and upgrading of equipment will require use of expert consultants. Doing evaluations of customer and employee satisfaction are best done by outside experts to get good results, according to the City Librarian. Commissioner Chin inquired about this as a means of identifying service goals.

Commissioner Steinman emphasized the importance of doing this task well. The City Librarian suggested that the Audit's recommendation of major staff reassignments is not appropriate until a long term process to address other concerns and dramatically improve internal communication has been accomplished. She noted that the Post Occupancy Evaluation, and the cataloging process have been moved to be priority level one. Commissioners Llorente and Steiman expressed a wish that book storage issues also be made a higher priority. The City Librarian proposed a bi-monthly report on addressing the Audit recommendations be made. Commissioner Chin suggested that specialized efforts be made to address the needs of stakeholder groups in setting service goals (eg, Children and the public schools). Commissioner Llorente mentioned a recent very positive experience his children had when doing research at a branch library. The City Librarian discussed problems and opportunities for better coordinating student's school assignments and branch library use and book selection and purchasing. The Commissioners expressed support for better coordination between the Library and the school district. The Committee agreed to make a committee report on the City Librarian's Report on Audit recommendations at the December 2, 1997 Commission meeting.

Public Comment: Deetje Boler mentioned her interest in the status and identification of all books weeded from the collection. Peter Warfield spoke about understanding of Library Preservation and General Fund budgets, scheduling for the POE Request for Qualification process, the identities of members of affinity groups and information concerning meetings between the City Librarian and any affinity group, the responsibility for responding to the recommendations of the Audit, the contents of the Audit, regarding "Authority Controls" as an element of catalogue improvement and catalog improvements in general, and non-audit issues such as bibliographic training, availability of appropriate long term storage space for the Library.

STANDARDIZED FORMAT FOR LIBRARY POLICY

The Commission Secretary submitted a selection of models for a standardized format for Library Policies for inclusion in a proposed policy handbook. The Commissioners emphasized their desire for a plain easily understandable format. Commissioner Llorente suggested inclusion of brief policy summaries for each policy listed to facilitate locating and identifying a particular policy. Commissioner Chin suggested a directory of policies listed by numbered topic group. The Commissioners discussed various approaches to identifying existing policies as well as areas needing policy development. The Committee directed the Commission Secretary to continue to submit drafts for further discussion by the Committee and for their information to the full Commission.

NEW BUSINESS - none submitted

ADJORNMENT

Adjournment was moved by Commissioner Steiman, seconded by Commissioner Chin

ACTION Approved 3-0 (Aye - Steiman, Chin, and Llorente)

The regular meeting of Planning and Policy Committee was adjourned at 6:10 PM.

Please note: These are draft minutes subject to the approval of the Public Library Commission's Planning and Policy Committee at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

11/26/97

M. Housh

Memorandum

San Francisco Public Library

To: Planning and Policy Committee, SFPL Commission
From: Regina Minudini ^{burn} Acting City Librarian
Date: November 14, 1997
Subject: SFPL Audit Recommendations

Before accepting the appointment as Acting City Librarian I reviewed the audit carefully. In doing so, I decided to prioritize the recommendations, establish a time line, assign responsibility and make comments. I believe it is time for your Commission to review my preliminary recommendations and determine the focus and priorities which best reflect the needs of the library.

Please remember that these preliminary recommendations were made prior to accepting this position and were based, not on knowledge of the SFPL system, but on my experience and background.

Action is taking place on a number of the recommendations.

- (#1) we have begun the process of identifying a Chief Financial Officer with experience with the City's financial systems and I am moving on identifying and appointing a qualified Deputy City Librarian;
- (#2) the shelving backlog has been resolved, 40 new Library Pages were hired, trained and put to work;
- (#3) we are planning one public meeting on the issue of collection development and management to be held December 9th, 6-8pm;
- (#4) the Post Occupancy Evaluation is in process, the RFP/RFQ is in development;
- (#7) additional funds were allocated for cataloging reference and other materials, this process has begun;
- (#18) I have begun a series of meetings with Affinity Group representatives to narrow the gap between the expectations of the Affinity Groups and the library's ability to meet those expectations;
- (#19b) a General Staff Meeting was held on Oct. 31, the current budget was reviewed and explained; staff were given the opportunity to ask questions;
- (#20) management staff have been instructed to make sure that performance appraisals of staff are done on a timely basis, we are also beginning a process of establishing position descriptions for each individual so that duties and responsibilities are clear.

SFPL Audit Recommendations

Regina Minudri 6/24/97

August 1, 1997 - January 31, 1998

Priority level #1

1. Select a permanent senior management team as soon as possible. The team should include the city librarian, a chief operating officer, and a chief financial officer.

Fall/Winter 97

Concept of CFO as internal SF hire is a good one. Person needs to know and understand SF's financial systems. Very important that the new City Librarian is the Team Leader.

2. Place the highest possible priority on solving the shelving problem in the New Main by the end of the fiscal year. **Fall 97**

New Pages to be hired at beginning of fiscal year. Training critical, as is supervision. Are levels of supervision adequate? Is there an existing list for new hires? Have they been selected?

3. Design and implement a community-wide process for determining or reaffirming the Library's core mission and goals; its ten year plan; priorities for branch facility and service improvements; and strategic and tactical priorities for resource allocation.

and

5. Produce a strategic plan for collection management and development that has input from patrons and staff at all levels. The plan should address goals for both general and special collections and should spell out clearly the Library's policies for acquisition and weeding the collection. **Fall/Winter 97**

Combine these recommendations, starting with the community-wide process on the Library's core mission and goals. Work on achieving consensus regarding SFPL's roles. Review and assess the current library plan, together with branch and service improvements. Hold strategic and tactical priorities for resource allocation to a later phase of this process, which should not be rushed.

Involvement of principal players, such as Neighborhood Advisory Council, Foundation, Friends, management and staff, policy makers, patrons and donors is critical. A consultant in planning, facilitation, and implementation of the public processes may be needed.

10. Develop monthly and quarterly financial and operating reports that are easily understood and that track key issues. **Fall 97**

Should be first responsibility of Chief Financial Officer

11. Develop a cost allocation system that allows for regular reporting on the fully allocated cost of various functions and services within the Library. **Fall 97**

Should be included in first responsibility of Chief Financial Officer.

19. (b) Develop processes for involving both Main and branch staff in all aspects of operational and budget planning, and develop mechanisms so that "best practices" (wherever they occur in the system) can be shared and applied through the system. **Fall 97**

One of the most important recommendations, this should also be high on the priority list of the new Chief Financial Officer.

20. Develop a meaningful performance appraisal system that acknowledges the results of both individual and team performance. **Summer 98**

Responsibility of the new Chief Operating Officer.

Priority level #2

4. Conduct a post-occupancy assessment of the New Main within the next 6 to 12 months; provide adequate annual funding to maintain new facilities in a state of good repair.

Spring 98

Responsibility of Chief Financial Officer and Main Library supervisors.

7. Accelerate the rate of cataloging for reference materials, special collections, and "clean-up" of CLSI to DRA conversion problems. This will increase the utility of the on-line catalog and help to reestablish its credibility as a reasonable tracking mechanism for the collection as a whole. **Spring 98**

Cataloging is an on-going process. The possibility of contracting with an outside agency to do the most difficult and time-consuming retrospective work should be considered.

"Every effort should be made to evaluate how quickly upgrades can be acquired to "modernize" the look and feel of the system from the patron's perspective and enhance its user friendliness." Investigate systems which are more user-friendly, push for a "point and click" OPAC environment.

8. Develop an intensive training program appropriate to staff at each level in the use of the on-line catalog, use of personal computer and multi-media technology, and use of adaptive technology for patrons with disabilities. **Spring 98**

Utilize commercial resources for training and/or investigate what is available through the city's resources. Check with State Library to see if Info People training can be tailored to SFPL's specific needs. This type of training should be on-going and regular. Falls within scope of the Chief Operating Officer.

9. Develop specialized training for reference librarians in the Main and the resource branches in the use of computerized databases. **Spring 98**

Same as Recommendation #8, above. This type of training should be on-going and regular. Falls within scope of the Chief Operating Officer.

12. As a matter of policy, determine what services and functions should be paid for on an ongoing basis from the Library Preservation Fund versus the general fund baseline. **Spring 98**

Important that new Senior Management Team work on these issues and negotiate agreements with various parts of city administration.

16. Create a process at the city-wide level that engages senior administration and union staff as well as representatives of the philanthropic community to evaluate the lessons learned in the Library fund raising process and to develop policies and procedures for future collaboration on city-wide initiatives. **Summer 98**

This is a very important part of the recommendations and should be worked with care. It "is clear that the resolution of these issues for this community will require the senior-most attention of the administration, unions and philanthropic community. Establishing a process where at least these three groups can define expectations, boundaries, and terms for public-private initiatives seems critical if successful joint efforts are to be pursued in the future."

Work can begin on this within 6 months, but it should really wait until the new Senior Management Team is in place. May need a consultant to facilitate the process.

18. Establish clear lines of accountability and advisory mechanisms for the existing centers that engage affinity groups' representatives, Library management and center staff, and patrons of the centers in the planning, budgeting, programming and priority setting for the centers. This could be done through an advisory body for all the centers or one for each center. **Summer/Fall 98**

"Consideration should be given as soon as possible to developing formal advisory groups for the centers collectively or individually to provide a vehicle for planning, priority setting and operations, that assures constructive involvement of staff, contributors, and patrons in these centers." Another issue where discussions could begin right away, but long term decisions need to wait for the new Senior Management Team. May need a consultant to facilitate the process.

Priority level #3

6. Address the critical need for a long-term solution to archiving and storing both the permanent collections and materials in some phase of transition. **Fall 98**

A consultant should be used to make recommendations on this issue, with input from staff involved. "The Library may want to consider the co-location of a storage facility with a major branch renovation in order to provide adequate space for an adopt-a-book program. This may not meet all of the needs for accessing archives for research and reference but should at least be considered in planning for ESP3 and any future library improvement bonds." Excellent idea.

13. Provide basic financial literacy training for staff at all levels so that they are knowledgeable about what drives the Library's revenue and expenses and what they can do to positively affect overall financial performance. **Spring/Summer 98**

An important training effort, which should begin informally, when the new fiscal year's budget is adopted. Staff need to be given financial information on a regular basis, along with the tools to help them understand the information. Formal training can wait a bit.

15. Develop a life cycle cost analysis for the hardware and software currently in use and develop a long-term strategic plan for upgrading and maintaining these systems.
Fall/Winter 98

Use a qualified technical consultant with significant expertise in automated systems and library technology.

21. Develop regular mechanisms for evaluating both patron (customer) and employee satisfaction. Broadly disseminate the results and make them the foundation for planning and budget development. **Summer 98**

Responsibility of new Chief Operating Officer and supervisors at all levels. Will probably need assistance from City's Human Resources Department. Senior library supervisors as well as input from many staff levels required. Also needs to relate to any roles, goals, etc. developed for long range plan. See recommendation #3 above. Consider contracting with a professional survey firm to conduct such a poll.

Priority level #4

14. Develop a clear strategic policy on when and under what circumstances (if any) the Library believes charges for service are acceptable and pursue them aggressively.

Very "hot button" item. Leave alone until other processes are well under way and going relatively smoothly.

17. For the Library specifically, determine the best vehicle for engaging the private sector in planning for and funding major improvements in the branches in coming years. Evaluate whether a merger of the Friends of the Library and Foundation might provide a better vehicle for a branch focused campaign.

Hold this issue until the new Senior Management Team is in place and familiar with the library's problems and challenges. Also relates to outcomes of recommendations #16 & 18 above.

19. (a) In order to foster closer communication and collaboration between the Main and branches, consider regular rotation of professional staff among and between the system's facilities.

While a good idea, this can lead to many small aggravations which could hamper other, critically important tasks.





SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING*

The regular meeting of the **Planning and Policy Committee**/special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, December 18, 1997

TIME: 4:30 PM

PLACE: Koret Auditorium, Lower Level
Main Library, Civic Center

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie K. Chin and Carol Steiman

AGENDA:

The meeting will be called to order

1. Public Comment

(This item is to allow members of the public to comment generally on matters within the committee's purview as well as to introduce new agenda items for the committee's consideration.)

2. Discussion and possible **approval of minutes** of the November 20, 1997 meeting of the Planning and Policy Committee. **ACTION**

3. Acting City Librarian's Report

Report by Regina Minudri

4. Discussion and possible action to **recommend Commission approval of** the American Library Association's "Library Bill of Rights" as **Library policy**. **ACTION**

5. New Business

(This item is to allow Commissioners to introduce new agenda items for consideration.)

6. **Adjournment** (requires motion and public comment) **ACTION**

*NOTICE: Because it is possible that four or more Commissioners may attend this special meeting of the Planning and Policy Committee and four or more Commissioners would constitute a majority of the members of the San Francisco Public Library Commission, this special meeting of the Planning and Policy Committee is also being noticed as a Special Meeting of the San Francisco Library Commission.

12/03/97 M Hoursh, Sectry.



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BROWN, JR.

COULTER

MEETS

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LORENTE

STEIMAN

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BAUDRI

Librarian

ROUSH

Secretary

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San Francisco Public Library Commission Policy Manual

Library Bill of Rights

Policy #

Section: Library Services

Adopted:

Revised

It is the policy of the San Francisco Library Commission that the American Library Association's "Library Bill of Rights" shall be the basis of principle by which San Francisco Public Library policies are determined.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, Amended February 2, 1961 and January 23, 1980, inclusion of age reaffirmed January 23, 1996 by the ALA Council.





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Planning and Policy Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, December 18, 1997

The Planning and Policy Committee of the San Francisco Public Library Commission held its regular meeting on Thursday, December 18, 1997 in the Koret Auditorium of the Main Library, Civic Center.

The meeting was called to order at 4:43 PM and the Chair announced that state law, City Charter and ordinance, and Robert's Rules of Order (revised) would govern process during the meeting.

MEMBERS ATTENDING THE MEETING: Commissioner Ernest H. Llorente, Chair; and Commissioners Carol Steiman and Lonnie K. Chin.

PUBLIC COMMENT

Members of the public who spoke: William Richardson discussed an incident with a Library staff member he had experienced at the Richmond branch and the lack of a water fountain at the branch, Bill Hale requested that when the Commission Secretary is away better message taking procedures be put into place and expressed a desire for a e-mail address for the Commission, Jennifer Curry asked that steps be taken to limit children's access to certain volatile materials available to adults.

APPROVAL OF MINUTES of November 20, 1997

MOTION: Commissioner Steiman moved approval of the minutes of the November 20, 1997 meeting of the Planning and Policy Committee, seconded by Commissioner Chin.

ACTION: 3-0 Aye (Llorente- Chin, Steiman)



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TELEPHONE 415-557-4333

3. CITY LIBRARIAN'S REPORT

The Acting City Librarian reported on a proposal to authorize a overdue materials fine amnesty. Ms. Minduri explained that an amnesty could help bring back in a significant number of overdue, out of circulation books. Ms. Minudri proposed that the Committee forward to the full Commission her proposal to authorize the City Librarian to hold a fine amnesty of one week with a week's notice to the public to encourage patrons to return books and materials. Commissioner Steiman suggested that when this issue is considered by the full Commission that a publicity effort by the Library to promote the amnesty be also outlined.

The Acting City Librarian also mentioned her efforts to prepare a three year plan for the Library to address four core areas. Firstly, identifying core services and outlining the Library's work to carry them out. Secondly, consider and plan for Library programming and exhibits, Thirdly, develop and clarify the Library's technology plan. Fourthly, address projected three year equipment needs to effectively carry out service delivery. The three year plan would encompass both the needs of the Main and the branches. Ms. Minudri proposed to submit a skeletal three year proposal at the January Planning Committee meeting for its consideration. The Commissioners asked that staff development issues also be addressed as another important area to consider in any proposal for a three year plan.

Public Comment: Jennifer Curry made suggestions regarding the proposed amnesty, Bill Hale suggested extending the amnesty for very long term overdue materials. An anonymous member of the public expressed concern that the agenda item was too broad and that special fine free days had been a tradition connected to the appointment of a new City Librarian in the past.

LIBRARY BILL OF RIGHTS

Commissioner Llorente introduced discussion of the American Library Association (ALA) "Library Bill of Rights" observing that it is believed that this policy had been approved by the Library Commission, but no definitive record of approval can be found. Therefore the Committee is recommending the Library Commission go on record to make a formal adoption of this basic policy statement. Commission Chin recalled a discussion that the Library Bill of Rights be included in the Library Mission Statement. She requested further information on issues implicit in the policy's statement. The Commissioner discussed details of various issues raised by the policy.

MOTION: Commissioner Steiman moved approval and recommendation for formal adoption as policy to the full Commission of the American Library Association (ALA) "Library Bill of Rights", seconded by Commissioner Chin.

Public Comment: Bill Hale requested that the Library Commission also adopt any American Library Association interpretation of its "Library Bill of Rights" policy. Jennifer Curry also suggested creating a means for inclusion of the public in the process of selection of library materials as being in the spirit of the "Library Bill of Rights".

ACTION: 3-0 Aye (Llorente- Chin, Steiman)

NEW BUSINESS

Commissioner Steiman asked for more information on the form that anyone requesting materials be added to the collection fills out. Currently no response is made to these requests. The City Librarian was asked to report to the Committee on finding a means to let patron's get a response to their requests. Ms. Minudri reported that requests for purchases have in the past been turned into reserves. However, as the current system does not allow for reserves to be made until a book is entered in the system, no advance reserves are possible. The Acting City Librarian proposed to look into this problem and will report back to the Committee in January.

Public Comment: Bill Hale asked why the Library changed its policies on obtaining or notifying patrons concerning requested items.

ADJORNMENT

Adjournment was moved by Commissioner Steiman, seconded by Commissioner Chin

ACTION Approved 3-0 (Aye - Steiman, Chin, and Llorente)

The regular meeting of Planning and Policy Committee was adjourned at 5:35 PM.

Please note: These are draft minutes subject to the approval of the Public Library Commission's Planning and Policy Committee at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

12/26/97

M. Housh





SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING*

The regular meeting of the **Planning and Policy Committee**/special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, January 15, 1998

TIME: 5:00 PM

PLACE: Koret Auditorium, Lower Level
Main Library, Civic Center

CHAIR: Commissioner Ernest H. Llorente

MEMBERS: Commissioners Lonnie K. Chin and Carol Steiman

AGENDA:

The meeting will be called to order

1. Public Comment

(This item is to allow members of the public to comment generally on matters within the committee's purview as well as to introduce new agenda items for the committee's consideration.)

2. Discussion and possible **approval of minutes** of the December 18, 1997 meeting of the Planning and Policy Committee. **ACTION**

3. **Acting City Librarian's Report**
Report by Regina Minudri

4. Discussion and possible action to **recommend Commission approval of authorization** for the Acting City Librarian to amnesty fines at a time to be designated at her discretion. **ACTION**

5. New Business

(This item is to allow Commissioners to introduce new agenda items for consideration.)

6. **Adjournment** (requires motion and public comment) **ACTION**

*NOTICE: Because it is possible that four or more Commissioners may attend this regular meeting of the Planning and Policy Committee and four or more Commissioners would constitute a majority of the members of the San Francisco Library Commission, this special meeting of the Planning and Policy Committee is also being noticed as a Special Meeting of the San Francisco Library Commission.

01/09/98 M. Housh, Sec'y.



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M. Housh 10/17/97



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DRAFT

2. Planning and Policy Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, January 15, 1998

The Planning and Policy Committee of the San Francisco Public Library Commission held its regular meeting on Thursday, January 15, 1998 in the Koret Auditorium of the Main Library, Civic Center.

The meeting was called to order at 5:02 PM

MEMBERS ATTENDING THE MEETING: Commissioners Carol Steiman and Lonnie K. Chin.

PUBLIC COMMENT

No member of the public rose to speak

APPROVAL OF MINUTES of December 18, 1997

MOTION: Commissioner Steiman moved approval of the Minutes of the December 18, 1997 regular meeting of the Planning and Policy Committee, seconded by Commissioner Chin.

ACTION: 2-0 Aye (Chin, Steiman)

3. CITY LIBRARIAN'S REPORT

The City Librarian, Ms. Regina Minudri reported to the Committee that Library staff were seeking to identify ways to get a response/notification of availability to patrons following requests that the Library acquire books or materials as requested by the Committee at its December 1997 meeting. The City Librarian proposed a further report to the Committee on this issue in February.

Ms. Minudri discussed the Library's need for a three year plan and stated that the technology part of this plan would be done as part of a state mandated requirement that the library adopt a three year technical plan in order to qualify for funding equaling 80% discounts on high speed data lines and other technical services. According to the City Librarian, the San Francisco Public Library qualifies for the highest level match rates and could realize significant cost savings through development and adoption of such a technical plan as a key element in its overall planning efforts.

The City Librarian also outlined her meetings with Oceanview Branch neighbors and patrons in her continuing efforts to remedy problems at the existing Oceanview Branch Library location. Ms. Minudri reported that following a discussion with Mr. Joel Robinson, General Manager of the San Francisco Department of Recreation and Park and a visit to the Oceanview Recreation Center that there is an excellent opportunity



favorably considered by neighbors and Rec/Park Department that the branch library could be relocated to the Oceanview Recreation Center. She pointed out that a combined facility on that site would provide ample library use space, greater security, and extra room for new computer programming with on-site youth programs. Ms. Minudri said that this short term solution could pave the way for the long term solution of a new library facility for the Oceanview neighborhood.

Commissioner Steiman called attention to similar concerns at the Ingleside Branch and suggested consideration of its needs as the next such priority.

Public Comment: Peter Warfield inquired concerning online catalog improvements and about Brooks Hall.

FINE AMNESTY

The Committee proposed to forward to the full Commission a proposal to authorize the City Librarian to hold a fine amnesty period of two weeks to encourage patrons to return books and materials. Ms. Minudri also mentioned including a possible "food for fines" element in the amnesty process if it could be found to be practicable. Commissioner Chin urged that a major publicity effort to promote the amnesty be also be made when the fine amnesty period is announced.

MOTION: Commissioner Steiman, Seconded by Commissioner Chin moved that the Committee recommend Commission approval of authorization for the City Librarian to amnesty fines for a two week period at a time to be designated at her discretion.

ACTION: Aye 2-0 (Steiman and Chin)

NEW BUSINESS

No new business was proposed.

ADJORNMENT

MOTION: Adjournment was moved by Commissioner Steiman, seconded by Commissioner Chin.

ACTION: Approved 2-0 (Aye - Steiman and Chin)

The regular meeting of Planning and Policy Committee was adjourned at 5:25 PM.

Please note: These are draft minutes subject to the approval of the Public Library Commission's Planning and Policy Committee at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

01/22/98

M. Housh



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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING*

The regular meeting of the ~~Planning and Policy Committee~~ Special Meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, February 19, 1998

TIME: 5:00 PM

PLACE: Koret Auditorium, Lower Level
Main Library, Civic Center

CHAIR: Commissioner Ernest H. Llorente, Esq.

MEMBERS: Commissioners Lonnie K. Chin and Carol Steiman

AGENDA:

The meeting will be called to order

1. Discussion of and possible **approval of minutes** of the **ACTION**
January 15, 1998 meeting of the Planning and Policy Committee.

2. **Public Comment**

(This item is to allow members of the public to comment generally on matters within the committee's purview as well as to introduce new agenda items for the committee's consideration.)

3. **Adjournment** (requires motion and public comment) **ACTION**

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02/10/98 M Housh, Sectry.



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M. Housh 10/17/97

